

**Business: Warehouse**

Dear CEO:

We look forward to your visit to *JA BizTown*.

Complete all the pages in this packet before you come to *JA BizTown*.

You may divide the work among your business employees. The CFO should complete the Business Costs Sheet.

Please use the checklist below to assure that all paperwork and tasks are completed.

\_\_\_\_\_ The Business Costs Sheet has been completed and checked for accuracy.

\_\_\_\_\_ The Loan Application has been completed and is ready to be taken to the *JA BizTown* Bank.

\_\_\_\_\_ The Promissory Note has been completed and is ready to be taken to the *JA BizTown* Bank.

\_\_\_\_\_ The Radio Ad has been written clearly and legibly.

\_\_\_\_\_ The Philanthropy Pledge Sheet has been signed, indicating your business' pledge to support charitable giving.

Your signature at the bottom of this page indicates that your business team is ready for business! Thank you for handling this responsibility!

I look forward to seeing you soon,

*Joy Germeroth*, JA BizTown Program Manager  
Junior Achievement of Greater St. Louis, Inc.

Our business has prepared each item: \_\_\_\_\_  
CEO Signature

**Warehouse Business Costs Sheet**

Student Name	Account #	Salary	Periods	Salary	Paid	
					1	2
CEO	370	\$9.00	X 2 =	\$		
CFO	371	\$8.50	X 2 =	\$		
Inventory Control Coordinator 1	372	\$8.00	X 2 =	\$		
Inventory Control Coordinator 2	373	\$8.00	X 2 =	\$		
Sales Associate 1	374	\$8.00	X 2 =	\$		
Sales Associate 2	375	\$8.00	X 2 =	\$		
<b>Total of all Salaries</b>				<b>\$</b>		

**OPERATING COSTS**

			Paid
Ameren	Electric	\$5.00	
Ameren	Recycling	\$4.00	
AT&T	Phone	\$5.00	
City Hall	Property Taxes	\$5.00	
Deloitte	Accounting/Legal Fees	\$4.00	
KJAR Radio	Advertising	\$4.00	
KPLR 11	Advertising	\$4.00	
Mastercard	Debit Payment Processing	\$4.00	
Professional Offices	Rent/Insurance	\$10.00	
Professional Offices	United Way Charitable Giving	\$1.00	
STL JA Wellness Center	Health Care	\$2.00	
Tech Mahindra	Web Page Maintenance	\$2.00	

\* Note: You will receive an invoice from the IRS for payroll taxes, which are not listed here.

Total Operating Costs \$ \_\_\_\_\_

**Total Business Costs (Salaries plus Operating Costs)**

\$

**Loan Amount ↑**

**BUSINESS INFORMATION**

Business name: Warehouse Do you provide a good or a service? \_\_\_\_\_

**EMPLOYEE INFORMATION** (See Business Costs Sheet for this information.)

Number of employees: \_\_\_\_\_

Total of all salaries: \$ \_\_\_\_\_

**OPERATING COSTS INFORMATION** (See Business Costs Sheet for this information.)

Total Operating Costs: \$ \_\_\_\_\_

**TOTAL AMOUNT REQUESTED**

(Add employee salaries and operating costs together.) \$ \_\_\_\_\_

**TOTAL INTEREST AMOUNT**

(Multiply 5% times the Total Amount Requested.) \$ \_\_\_\_\_

**TOTAL AMOUNT DUE**

(Total Amount Requested + Total Interest Amount) \$ \_\_\_\_\_

*As a representative of the above named business, I agree to repay the **Total Amount Due**, which includes both the amount requested and interest. I certify that the above information is correct to the best of my knowledge.*

\_\_\_\_\_  
(Business CEO's Signature)

**TO BE COMPLETED AT JA BizTown**

Approved                      Denied                      \_\_\_\_\_  
(Bank CEO's Signature)

Date \_\_\_\_\_

The undersigned promises to pay First Bank the sum of \$ \_\_\_\_\_  
(Total Amount Requested on Loan Application) plus interest at 5% per day on or before the close of  
business on \_\_\_\_\_ .  
(visit date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will  
pay all of the bank's costs of collection, including reasonable attorney's fee.

By: \_\_\_\_\_

Business CEO's Signature

\_\_\_\_\_

Business Name

Verified: (signed at *JA BizTown*)

\_\_\_\_\_

Attorney Signature

(The First Bank CEO will get the signature.)



Good citizens are people who accept their share of responsibility for making their community at *JA BizTown* a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at *JA BizTown*, student citizens have the opportunity to donate money to a worthy *JA BizTown* nonprofit organization.

**PHILANTHROPY PLEDGE**

\_\_\_\_\_  
(Business Name)

**MY EMPLOYEES ARE AWARE OF THE MISSION OF  
UNITED WAY OF GREATER ST. LOUIS AND ITS PURPOSES.  
WE PLEDGE OUR FINANCIAL SUPPORT AND VOLUNTEER EFFORTS.**

CEO's Signature: \_\_\_\_\_

Employees' Signatures: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



# Warehouse

Business Overview: Warehouse provides business supplies for JA BizTown. JA BizTown stamps, Candy Grams and other retail items are available for sale to JA BizTown citizens. Online shopping sales are fulfilled at the Warehouse.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"><li>1. Prepares and gives speech at the Opening Town Meeting.</li><li>2. Signs all business payroll and expense checks.</li><li>3. Distributes employee payroll checks.</li><li>4. Distributes and collects direct deposit applications.</li><li>5. Prepares billing for Warehouse supplies.</li><li>6. Obtains bank loan.</li><li>7. Signs Rental Agreement for space.</li><li>8. Makes business operational decisions.</li><li>9. Assists with all business duties when employees are on break.</li><li>10. Works with employees to assure correct packing of supplies.</li></ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"><li>1. Inputs employee payroll information.</li><li>2. Prints payroll and business expense checks.</li><li>3. Keeps all records of business expenses and payments.</li><li>4. Makes business deposits at Bank, including cash from sale of stamps and Candy Grams.</li><li>5. Signs business checks if CEO is not available.</li><li>6. Prepares business profit/loss report and gives speech at the Closing Town Meeting.</li></ol>
<p style="text-align: center;"><b>SALES ASSOCIATE</b></p> <ol style="list-style-type: none"><li>1. Works with the CEO to set product prices on some items.</li><li>2. Prepares sales area with product display.</li><li>3. Greets customers, assists with sales of stamps, candy grams and other retail items.</li><li>4. Accepts payment for products.</li><li>5. Prepares flyers for product advertising.</li></ol>	<p style="text-align: center;"><b>INVENTORY CONTROL COORDINATOR</b></p> <ol style="list-style-type: none"><li>1. Delivers materials to businesses during “start-up” time.</li><li>2. Delivers invoices and collects payments for business supplies.</li><li>3. Refills supply baskets for next day’s business operations.</li><li>4. Assists with the sale of stamps and Candy Grams and other retail items.</li><li>5. Accepts online orders and delivers product to shoppers.</li><li>6. Will fill business re-orders throughout the day.</li><li>7. Prepares and gives on-air STEM TV interview.</li></ol>



# Warehouse

Each student deposit ticket should look like one of these according to salary level with date, signature, and account number. Students enter the **net pay** for their specific job. (Completed on page 64 of the Citizen Guide.) **Students take out \$2.00 in cash.** Calculate net deposit.

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			<b>8 82</b>
SUBTOTAL			<b>8 82</b>
LESS CASH RECEIVED			<b>2 00</b>
NET DEPOSIT \$			<b>6 82</b>

Acct.# \_\_\_\_\_

Attorney, CEO, CIO, CPA, LU President,  
Mayor, Realtor/Insurance Agent, United Way  
Executive Director

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			<b>8 33</b>
SUBTOTAL			<b>8 33</b>
LESS CASH RECEIVED			<b>2 00</b>
NET DEPOSIT \$			<b>6 33</b>

Acct.# \_\_\_\_\_

CFO, Town Treasurer

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			<b>7 84</b>
SUBTOTAL			<b>7 84</b>
LESS CASH RECEIVED			<b>2 00</b>
NET DEPOSIT \$			<b>5 84</b>

Acct.# \_\_\_\_\_

All Other Workers

The check register should look like one of the following. [Enter deposit ticket transaction.](#)

Attorney, CEO, CIO,  
CPA, LU President,  
Mayor,  
Realtor/Insurance  
Agent, United Way  
Executive Director

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (FANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		<b>(net) deposit</b>				<b>6 82</b>		<b>+ 6 82</b>
								<b>6 82</b>

CFO, Town  
Treasurer

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (FANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		<b>(net) deposit</b>				<b>6 33</b>		<b>+ 6 33</b>
								<b>6 33</b>

All Other  
Workers

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (FANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		<b>(net) deposit</b>				<b>5 84</b>		<b>+ 5 84</b>
								<b>5 84</b>

**Mid-day Banking Meeting** - During the banking meeting, students will:

- Enter first break debit purchases.
- Write in LU higher education check deposit.
- Record second paycheck direct deposit transaction.
- Prepare \$1.50 check to First Bank in order to open savings accounts. Check entered into checkbook register.

