



JA BizTown® BizPrep Welcome Letter

Dear JA Multi-Media CEO:

We are looking forward to your school's on-site simulation visit to *JA BizTown* and hope that you and your team are, as well. We know you are learning a lot about operating your own business and handling your own checking account. Before long, you will be able to put your knowledge to work and, hopefully, see success for both yourself and your business.

You will find many important papers in this BizPrep Packet. All pages must be read and/or completed before coming to *JA BizTown* and must be brought with you on the day of your on-site visit. There are also several tasks to be completed in preparation for your visit. 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 Bank.
- _____ The Promissory Note has been completed and is ready to be taken to the Bank.
- _____ The Radio Ad has been written clearly and legibly.
- _____ The Newspaper Ad is completed neatly and correctly.
- _____ The Web Page Ad is completed and written clearly and legibly.
- _____ The Business Logo is completed neatly and clearly.
- _____ The Philanthropy Pledge Sheet (if your business decided to support charitable giving) has been signed, indicating your pledge to support charitable giving.
- _____ Each employee has:
 - written his/her name on the top left corner of every personal check and deposit ticket.
 - written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - completed the first deposit ticket **with net pay**, \$2.00 cash back, and first deposit entry in the checkbook register.
 - written the check to the Bank for \$1.50 to open their personal savings account, and recorded the entry in their checkbook register.
- _____ Each employee has removed the completed Voter Registration Card from the Citizen Guide and stapled it to the back cover of his/her checkbook.
- _____ Each employee has a name tag, with name, business name, and job title listed.
- _____ Each employee has a friendly letter, correctly addressed, and ready to purchase a *JA BizTown* stamp for mailing during your visit.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the *JA BizTown* staff members. Your signature at the bottom of this page indicates that your business team is ready for business! Thank you for handling this responsibility!

We look forward to seeing you soon,

JA BizTown Staff

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Our business has prepared each of the above items: _____

CEO'S Signature



BizPrep Business Costs Sheet

JA Multi-Media

| Citizen Job Title & Name | Account # | Salary | Periods | Salary |
|---------------------------------|-----------|--------|-------------|--------|
| CEO _____ | 140 | \$9.00 | X 2 = _____ | |
| CFO _____ | 141 | \$8.50 | X 2 = _____ | |
| Ad Executive 1 _____ | 142 | \$8.00 | X 2 = _____ | |
| Ad Executive 2 _____ | 143 | \$8.00 | X 2 = _____ | |
| Sales Manager 1 _____ | 144 | \$8.00 | X 2 = _____ | |
| Sales Manager 2 _____ | 145 | \$8.00 | X 2 = _____ | |
| Web Designer 1 _____ | 146 | \$8.00 | X 2 = _____ | |
| Web Designer 2 _____ | 147 | \$8.00 | X 2 = _____ | |
| Freelance Photographer _____ | 148 | \$8.00 | X 2 = _____ | |

(Video Camera needs to come from school)

Total of All Salaries \$ _____

OPERATING COSTS

| | | |
|-----------------------|--|--------|
| Advertising | (\$4 Newspaper, \$4 to Radio Station) | \$8.00 |
| Taxes | (\$5.00 to City Hall for property taxes) | \$5.00 |
| Health Care | (\$2 to PMCH Wellness Center) | \$2.00 |
| Professional Services | (\$2 to Appraiser, \$2 to Detective/Professional Office) | \$4.00 |
| Rent | (\$8 to Leasing Agent/Professional Office) | \$8.00 |
| Insurance | (\$2 to Insurance Agent/Professional Office) | \$2.00 |
| Supplies | (\$5 to FedEx) | \$5.00 |
| Philanthropy | (\$2 to Nonprofit Organization/Professional Office) | \$2.00 |
| Utilities | (\$5 to Utility Center for city-run gas utility) | \$5.00 |
| Recycling | (\$2 to Ray's Trash Service Inc.) | \$2.00 |

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

(Business Loan Amount)