



SAMPLE BUSINESS COSTS

SALARIES

Student Name	Account #	Salary	Pay Periods	Total Salary
CEO _____	_____	\$9.00	X 2 = _____	
CFO _____	_____	\$8.50	X 2 = _____	
Food Manager 1 _____	_____	\$8.00	X 2 = _____	
Food Manager 2 _____	_____	\$8.00	X 2 = _____	
Beverage Manager 1 _____	_____	\$8.00	X 2 = _____	
Beverage Manager 2 _____	_____	\$8.00	X 2 = _____	
Sales Manager 1 _____	_____	\$8.00	X 2 = _____	
Sales Manager 2 _____	_____	\$8.00	X 2 = _____	
Sales Manager 3 _____	_____	\$8.00	X 2 = _____	
Sales Manager 4 _____	_____	\$8.00	X 2 = _____	
Total of All Salaries \$				_____

OPERATING COSTS

Advertising	(\$4.00 to newspaper, \$4.00 to radio station, \$4.00 to phone)	\$12.00
Taxes	(\$5.00 to City Hall for property taxes)	\$5.00
Health Care	(\$2.00 to Wellness Center)	\$2.00
Professional Services	(\$2.00 to CPA, \$2.00 to attorney, \$2.00 to insurance)	\$6.00
Rent	(\$8.00 to realty office)	\$8.00
Supplies	(\$5.00 to supply center for start-up, \$2.00 for additional product)	\$7.00
Philanthropy	(\$2.00 to nonprofit organization)	\$2.00
Utilities	(\$5.00 to electric co., \$2.00 to water co., \$5.00 to telephone co.)	\$12.00
Recycling	(\$2.00 to City Hall)	\$2.00

Total Operating Costs \$ _____

Total Business Costs

(Salaries plus operating costs.
Enter this amount in the computer.)



THE CUSTOMER COMES FIRST

Read through the list of good customer service skills. For each skill, write a sentence describing how an outstanding employer or employee would show that quality.

Patience

Attentiveness

Clear Communication

Knowledge of the Product

Positive Attitude

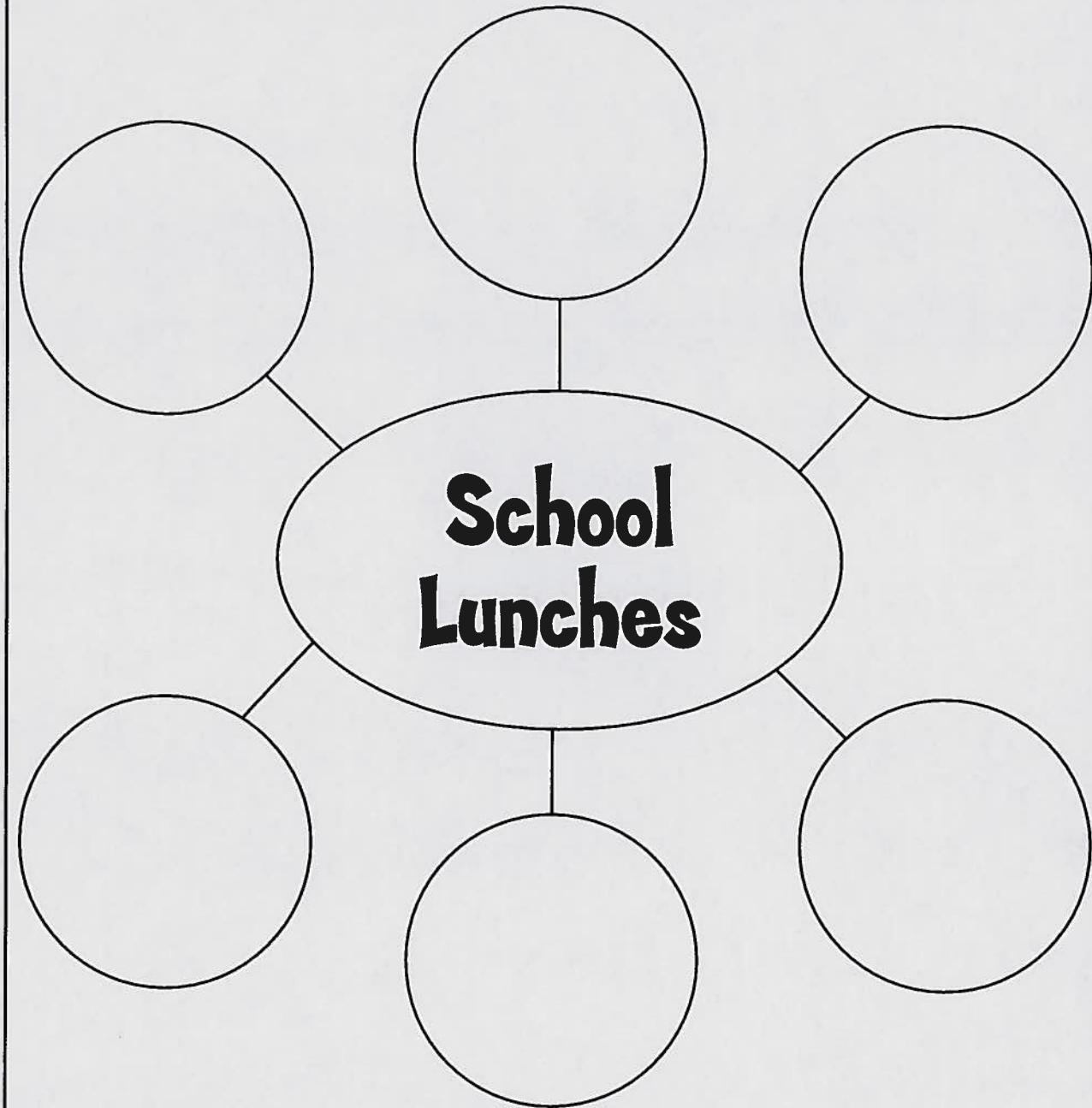
Time Management

Self-Control

Ability to Handle Surprises



LUNCH WEB REPORT





BRAINSTORMING RULES

Name _____

1. All ideas are welcome! Write down all ideas that come from your team. You can give your favorites later.
2. Mind-tag is encouraged! One person's idea may give another person a good idea. That's great.
3. Do not put down anyone's ideas! Every idea expressed is important. Odd ideas may end up being the best ideas.
4. Work quickly! Keep the pace fast-that's half the fun.

What Is a Quality Business?

List the ideas below.



BIZ-QTC SUMMARY REPORT

Name _____

This report summarizes the efforts of all Biz-QTCs. It has been determined by citizens of JA BizTown that the following summary of details reflects quality businesses. Remember: The business criterion is from the center web circle. The details are from the outer circles.

1. Business Criterion: _____

Details: _____

2. Business Criterion: _____

Details: _____

3. Business Criterion: _____

Details: _____

4. Business Criterion: _____

Details: _____

5. Business Criterion: _____

Details: _____

Please do not tear out this page.

WHICH PRICE?

Kirsten and Tobey will sell lemonade in front of their house. They asked around and found out how many glasses people would buy at different prices. This information is given in the first and second columns. They also know that their cost will be 25 cents per glass.

Let's compute their profit at different prices.

<u>Price</u>	<u>Number of Glasses</u>	<u>Revenue</u>	<u>Cost</u>	<u>Profit</u>
50¢	10			
40¢	20			
30¢	30			
20¢	40			



SETTING A SELLING PRICE

Name _____

Directions: Answer the questions and be prepared to share your responses.

1. What must a business consider when setting a selling price for a good or a service?

2. What effect will a decrease in price have on sales?

3. Why should a business avoid selling a good or a service for less than it costs to produce it?

4. Many stores sell end-of-the-season clothes at a low price. Why?

5. How is the selling price related to profit?

Citizen Alert!

End-of-the-season sales help reduce a store's inventory.





MY BUSINESS COSTS

If you were to run a business, what costs would you have? What goods or services would you produce? What would you charge for those goods and services?

- Using the list that your class brainstormed together, choose seven business costs. These are services or resources for which your business might need to pay. An eighth cost, taxes, has been done for you.

Taxes \$5.00 _____

Total operating costs _____

- Think of four goods or services your business would sell.
- Divide your total operating cost by the total number of goods to find the average price per item.
- Price what you think will be "hot sellers" or goods that require more resources above the average cost per item.
- Price less desirable or less costly goods below the average cost per item.
- Calculate the amount of revenue by multiplying the price for each item by the quantity, then add all the amounts.
- Subtract the total operating cost from the revenue to be sure your business will earn a profit.

Item	QTY	x	Price each	=	Amount
_____	6	x	_____	=	_____
_____	10	x	_____	=	_____
_____	4	x	_____	=	_____
_____	20	x	_____	=	_____
Total _____				=	_____

Total revenue _____ - **Total operating cost** _____ = **Profit** _____

Divide your total operating cost by the number of goods you have to sell to determine the average price per item. Appropriately price your items so that your business would make a profit if all the goods and services were sold.

TIPS TO PREVENT IDENTITY THEFT

1. Be alert to impersonators.
 - Never give out personal information on the phone or through the Internet unless you know the person you are dealing with.
 - Phishing email messages, websites, and phone calls are designed to steal money by pretending to be from legitimate businesses. Malware (short for malicious software) is used to interrupt your computer, gather information, or gain entry into private systems.
2. Don't overshare on social networking sites.
 - Never give out your address or telephone number on the Internet.
 - Cybercriminals also use social media to try to trick you to install malicious software or give out personal information.
 - Cybercriminals might email you, call you on the phone, or convince you to download something off of a website.
3. Keep financial documents and important papers locked in a safe place in your home or in a bank.
 - Limit the cards and documents you carry. Never carry your PIN number with your bank card.
4. Keep your browser secure.
 - Keep passwords private and use strong passwords with lots of different letters, numbers, and symbols. For example, "I want to see the Pacific Ocean" could become 1W2ctPO.
 - Never make financial transactions over the Internet without adult permission.
 - Always log out completely when using the Internet on public computers, such as those at libraries.
5. Remove information before discarding electronic devices.
 - Remove the memory card and all personal information from a mobile device before you dispose of it.
 - Before you get rid of your old computer, permanently erase your hard drive data or destroy your hard drive.
 - Use an e-waste facility to recycle your computer, laptop, and cell phones.
 - Be careful about discarding any items containing personal information.



ADVERTISING WORKS

Name _____

Directions: In the first column, name or briefly describe ads you like. In the second column, briefly explain why you like them.

Advertisement I Like	Why I Like It

Characteristics of a Good Advertisement

1. _____
2. _____
3. _____
4. _____



COMPLETING A DEPOSIT TICKET

1. Complete the following table.

Salary		2% Payroll Tax		Net Pay
\$9.00	-	_____	=	\$ _____
\$8.50	-	_____	=	\$ _____
\$8.00	-	_____	=	\$ _____

2. Complete the following deposit ticket for an employee who has a \$9.00 salary and wants to receive \$2.00 in cash.

DEPOSIT TICKET

Name _____

JA BizTown® Bank

Date _____ 20____

Deposits may not be available for immediate withdrawal.

Signature required for cash received.

CASH	CURRENCY			
<small>LIST CHECKS SINGLY</small>				
SUBTOTAL				
LESS CASH RECEIVED				
NET DEPOSIT			\$	

Acct.# _____ **234** _____

3. Circle one of the underlined words to complete each sentence:

a. Payroll taxes on salary (gross pay) increase, decrease net pay.

b. Net pay is greater than (>), less than (<) gross pay because of payroll taxes.

4. Circle the net pay for your JA BizTown job in #1 above.

JA BIZTOWN DAILY SCHEDULE SAMPLE

15 minutes	Citizen Welcome/Orientation
45 minutes	Business Start-Up
15 minutes	Opening Town Meeting
60 minutes	Employee Work/Break Rotations (three sessions/20 minutes each)
10 minutes	Uninterrupted Staff Meeting (at each business)
90 minutes	Employee Work/Break Rotations (three sessions/30 minutes each)
10 minutes	Business Cleanup
10 minutes	Final Staff Meeting (at each business)
15 minutes	Closing Town Meeting

LETTERS TO THE EDITOR

Letters to the editor are written for various reasons.

They are written to:

1. Express an opinion about an article that appeared in the newspaper.
2. Express an opinion about something that happened in the news.
3. Compliment or criticize a city official.
4. Suggest a solution for a city official to consider.

It is important to be concise when writing a letter to the editor. Here are some guidelines to discuss with citizens.

1. State your point clearly in the first sentence.
Example: *Citizens should have a chance to express their concerns before Friday's vote.*
2. If you have an opinion, make it known.
Example: *I disagree with the mayor's decision to close City Park.*
3. If you are reacting to another article, identify it.
Example: *In Tuesday's paper, Ms. Smith called for higher taxes, and I would like to respond.*
4. Be polite and respectful.
Example: *I appreciate the chance to share my view.*

FRIENDLY LETTERS

Friendly letters usually have these parts: **Heading**

(address and date)

Greeting (Dear _____,)

Body

(paragraphs of the letter)

Closing

(Sincerely, Your friend, Love)

Signature

(Your name in cursive)

Postscript

(Sometimes a P.S. is added!)

Heading

6599 Classroom Blvd.
Happy Town, VT 09321
July 1, 2014

Greeting

Dear Jenny,

Body

Guess what I found out today? I will be a teller in the JA BizTown Bank when our class visits in a week or so. I'm really excited to be in the bank because you know how much I love money! I will help my friends make deposits and cash checks. Best of all, I get a salary so I can shop at the other businesses.

Our business team still has a lot to plan before we go, but it's actually fun. Darren is on my team, so I was really happy about that. We will create some advertising for our bank soon. I hope we can think of some good ideas.

Well, I have to go. It's time for math. I need to brush up on my adding and subtracting before I go to JA BizTown! I hope to see you soon.

Postscript

P.S. I almost forgot. Did you know Michelle is moving to Colorado?

Closing

Your friend,
Stephanie

Signature