

How to get the Bank in Business

Exchange City staff will be visiting all the shops periodically throughout the day. Please be patient and wait for them to arrive.

Students have not worked with the computer software or paperwork prior to their Exchange City visit. Please be patient with them as they use and learn the materials.

The President will soon be very busy approving Loan Applications. Exchange City staff will show the steps for this process.

The Vice President has important work to do keeping up with bills. It is a big help to them if you can assist with organizing their desk.

Starting the Day

- Gather employees around the bulletin board and introduce yourself. Let them know you are here as a guide and to give advice but ultimately, this is their company. They must work together to make it a success.
- Take nametags out of the packet the school has brought with it and make sure all employees wear them. On the bulletin board you will find colored stickers (dots). These should be affixed to the nametags after determining which employees receive which color. To determine this, look at the schedule for the day attached to the bulletin board, go down to where the dots are adhered and follow across to see which positions the dots correspond with.
- Read aloud the job responsibilities of each employee from the sheet attached to the bulletin board.

Job Responsibilities

Bank President

- Have Bank President look at “Loan Contract Sample”. When shop Owners arrive they will each meet with the Bank President. President will check math on their Loan Applications, set up their loan by entering the information on the computer, and write out a Loan Contract for each business owner. (An Exchange City staff person will be over to the bank to show President how to enter information into computer.)
- President should keep Loan Applications in bin on desk and hand the Loan Contract to the business Owners.

- Complete Morning Presentation Guide in preparation for town meeting.
- Enter loan deposits into business accounts throughout the day.

Vice President

- Vice President should take sign design and white board (hanging under mailbox) to the Sign Shop. He or she should also bring radio and newspaper advertisements to the Broadcast Center and Newspaper and web page text to Technology.
- Vice President acts as Accountant for the Bank. Have Vice President begin computer accounting using the “Computer Accounting Sheet”. They should enter “Beginning Balance” in the first screen and **save it**. (The Beginning Balance is the amount they have been granted for a loan, not the amount with interest.) They should click on the next tab for “Payroll” and enter the total net pay for all employees for the day and **save it**.
- Accountants should not write checks to other companies until they receive a bill from that company. When writing a check, make sure Accountant **saves it** then prints it, otherwise the check will not print.
- When sending a check to another business, write check, save and print. Cut off bottom portion of Bill, make sure it is filled out properly and hand deliver the check and Bill stub to the accountant of the business to which it is directed. Save top portion of Bill for your records. Accountants should check off the businesses they have already paid on the “Accountant’s Checklist” found on their desk.
- Vice President should also learn how to enter loan payments in order to assist President and cover for President on President’s breaks. When things get busy, Vice President may assist President by checking math on incoming forms and handing them to the President to enter into the computer.

Account Managers

- Each citizen in Exchange City will need to have identification when depositing money at the Bank. The Account Managers should take clipboards with ID cards and go around to each business to record the information of each citizen and issue them their card so they can use it when they visit the bank. (Hint: If a teacher from the school has a master list of student names and account numbers, Managers could refer

to it, fill out all cards while at the Bank, then visit the shops to issue the cards.)

- Back at the Bank, Account Managers should go through yesterday's paperwork piled in the trays on the counter. They should take out any dollar bills and place them in the drawers. They should throw away other paperwork. Paperclips should be saved and placed in the containers provided.
- Account Managers should then count the money in their draws in order to know how much they are starting with. They should each have roughly the same amount in each drawer. The Senior Account Manager should record these numbers on the Senior Account Manager's Report form.
- Let Account Managers know that when citizens come in to deposit their checks, Managers should ask for an ID card, make sure there is a correctly filled out deposit slip and make sure check has been signed on the front and endorsed on the back. (Students may need an explanation of this.)
- Managers may then enter the deposit into the computer program. (Hint: If there is a long line, and there usually is, Managers should shut off monitors and simply collect the deposits. When the Bank is less busy, they can turn monitors back on and enter the data.)
- All citizens receive \$2 only at the deposit of their first paycheck. Citizens do not receive any money on the deposit of their second paycheck.

Town Meeting/Morning Presentation

Bank President will stand and read the Morning Presentation Guide (or prewritten speech) to inform other citizens about the Bank's services.

Team Meeting I

The volunteer leads this meeting. You should have employees sit or gather around you.

- Paychecks will soon be delivered. Make sure all students have a deposit slip filled out from the back of their checkbooks. They should subtract \$2 as they will be receiving that amount in cash out of the bank.
- When Multi Service Center delivers checks, Bank President should sign the front of each one and distribute to employees. Employees should endorse the back.

- Review break schedule. Who is going on break 1 (red), 2 (blue) and 3 (green)? Remind students that Exchange City staff will be announcing the breaks. They should pay attention to announcements.
- Make sure Account Managers know how to check for endorsements on the checks. Go over what they should be collecting from customers (endorsed check and deposit slip). Make sure Account Managers know how to enter citizens' deposits on the computer. Make sure they know every citizen gets \$2 only and only for first paycheck.
- President should catch up on any loan payments that have come in this morning.
- Vice President should catch up on bills if necessary.

Red, Blue and Green Lunch Breaks (announced by Exchange City staff)

- You may attend lunch at any of the breaks. Please notify Exchange City staff when you are leaving.
- Citizens can only deposit their paychecks and go to lunch when their colored dot is announced.
- Account Managers should continue to collect and enter deposits during all breaks.
- President and Vice President should assume each other's responsibilities when the other is on break.
- Remind employees that they should remain in the Bank for customers unless they are on break or conducting business at other businesses.

Team Meeting II

The volunteer leads this meeting. You should have employees sit or gather around you.

- Paychecks will soon be delivered. Owners sign the front of the checks. Make sure all students have a deposit slip filled out from the back of their checkbooks. This time they will not receive \$2 back from the bank so they should simply deposit their entire check.
- Afternoon breaks will be the same as the lunch breaks. Employees should still be attentive to their responsibilities.
- President should check on the status of all the business loans. If Vice President has time, they may visit businesses that have not made many deposits and remind them to do so.

- Encourage employees to spend their money when it is their scheduled break.

Red, Blue and Green Afternoon Breaks (announced by Exchange City staff)

- Citizens can only deposit their paychecks and go on break when their colored dot is announced.
- Account Managers should continue to collect and enter deposits during all breaks.
- President and Vice President should assume each other's responsibilities when the other is on break.
- Remind employees that they should remain in the Bank for customers unless they are on break or conducting business at other businesses.
- Bank President should have some time to start filling out Merit Awards for businesses that have successfully paid back their loans. These will be handed out at the end of the day.

Clean up (announced by Exchange City staff)

The city is now closed. All citizens' deposits should now cease. Businesses may continue to deposit loan payments to the Bank President.

Bank President should fill out Merit Awards for those businesses that have successfully paid off their loans. Exchange City staff will call up the Bank President to hand them out at the final wrap up.

Account Managers and Vice President should throw away any trash. Paperwork from citizen deposits can be left in trays on counter for tomorrow's Managers.

Town Meeting/Wrap up

Students will be gathered on "lawn", awards are handed out, raffles are drawn, etc. Students are dismissed by a teacher.

Thank you SO MUCH for your help today. Exchange City would not run as smoothly if it weren't for volunteers like you.

