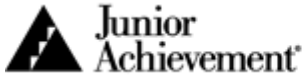


ECMC City Hall



JA BizTown®

MAYOR

1. Obtains bank loan.
2. Signs Rental Agreement for business space.
3. Supervises employees and oversees business operations.
4. Prepares and gives speeches at Town Meetings.
5. Takes census count of JA BizTown.
6. Supervises JA BizTown voting.
7. Receive nominations for and selects two Citizens of the Day and one Quality Business of the Day.
8. Works with the Sustainability Director to determine the Environmentally Friendly Business Award.

TOWN TREASURER

1. Inputs and submits business loan to the bank.
2. Inputs employee payroll information.
3. Prints and distributes employee payroll checks.
4. Signs payroll checks if CEO is not available.
5. Pays online bills sent to business.
6. Keeps all records of business expenses and payment.
7. Makes business deposits to Bank.

SUSTAINABILITY DIRECTOR

1. Educates JA BizTown citizens on ways to protect the environment.
2. Conducts a waste audit of all businesses.
3. Collects information from various businesses and reports the findings at the Closing Town Hall Meeting.
4. Collects the recycling and conducts survey.

IRS AGENT

1. Uses their iPad to have students sign their Payroll Tax form.
2. Completes all JA BizTown tax forms.
3. Issues tax ID numbers and verifies 501(c)3 status of JA BizTown non-profit.
4. Prepares the business property tax bills and sends them online.

ATTORNEY

1. Prepares and gives speech at the Closing Town Meeting.
2. Reviews legal documents (Loan Agreements, Rental Agreements, Bank Charter, Non-profit Charter)
3. Investigates criminal case(s) and prepares case results and recommendations.

STATISTICIAN

1. Uses iPad to conduct surveys to collect information from students, teachers and volunteers.
2. Gathers and analyzes market research data for a JA BizTown business.

PUBLIC SAFETY AGENT

1. With the Mayor, decides what the JA BizTown laws are for the day.
2. Enforces the laws by observing citizens and giving out warnings and fines.
3. Keeps track of student warnings and fines with an iPad.
4. Encourages positive behavior by giving out positive tickets.