

How to get City Hall 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.

Remind employees that City Hall's goal for today is to pay off the loan. All will need to work together to accomplish this goal.

The Accountant has important work to do keeping up with bills and loan deposits. 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

Mayor

- Take the Loan Application to the bank for approval by the Bank President. When the loan contract is received from the Bank President, it can be displayed on the bulletin board.
- Take sign design and white board (hanging from mailbox) to the Sign Shop so they can work on City Hall's sign.
- Take advertisements to the Broadcast Center and the Newspaper. Bring web page text to the Technology Shop.
- Work with Judge to determine fines and community service (fines should be between \$1-\$3).
- Complete Mayor's Morning Presentation in preparation for town meeting.

- Assist and manage other employees as needed.
- In the afternoon, Mayor should complete the afternoon speech.
- Mayor has two sets of certificates. The ones entitled “Certificate of Appreciation” should be filled out for every volunteer today. Either the Mayor can go around and collect names or Mayor may delegate this job to another City Hall employee who may not be busy. The “Exchange City Salutes” certificate is for any few citizens who the Mayor deems particularly outstanding today. Both these certificates will be handed out at the end of the day.

Judge

- Read over the “Judge’s Responsibilities” sheet.
- Post the day’s Exchange City laws on the bulletin board at the entrance to the city for all citizens to read.
- Judge should work with Mayor to determine fines and community service (fines should be between \$1-\$3).
- List all rules and regulations on “Judge’s Fine Sheet”. (Prior to the Town Meeting, Police Officer(s) should only issue warnings.
- Write morning presentation on form entitled “The Judge”. Be sure to mention up to 3 actions that may be assigned as community service for lawbreakers.

Police Officer(s)

- Police Officers should meet with the Judge to learn all Exchange City laws and fine amounts.
- Police should become familiar with the parts of the tickets they will be handing out. They do not need to fill out the whole ticket; just the pertinent information (name of citizen, law broken, warning or fine or community service imposed).
- Instruct Police Officers to walk around the city to make sure no one is violating the laws. They may carry a clipboard with tickets. They should be encouraged to issue warnings first; up until after Team Meeting I. Then they may fill out the tickets as actual fines.
- Police Officers should record violations on the “Record of Violations” form.

City Attorney

- Have City Attorney read over “Exchange City Business Licenses” to become familiar with all sections.
- Instruct City Attorney to visit each business and complete an “Exchange City Business License” for each shop. Have each

shop owner sign and display the license on shop bulletin board. They should take with them the “City Attorney Checklist” and check off the businesses as they go.

- Meet with Judge to learn all Exchange City laws and fine amounts.
- It is the job of the City Attorney to defend any citizen in Exchange City who is accused of breaking a law and comes to court to dispute the accusation. City Attorney should talk to their client in order to get their side of the incident. They should talk to any witnesses. They should present the client’s case to the Judge and attempt to convince the Judge that the client is not guilty or should have a reduced fine.
- City Attorney should fill in for the Judge when Judge is on break.

Environmental Control Agent

- Have Agent read “Environmental Checklist”.
- On same form, they should read over the checklist for the shops so they understand what they will be evaluating when they visit each business.
- Agent should visit the Owner of each business and go over what the Agent will be looking for and what the business might be fined for. This gives the Owner a warning and the opportunity to let his or her employees know the business may be fined for items on the Agent’s checklist. **These fines will be paid from business checking not employee checkbooks.**
- Have Environmental Agent make first inspections of all shops in the morning and second and third inspections throughout the day.
- Have them check the rest of the city for any litter and warn any litterbugs.

City Finance Manager

- City Hall will be billing all other businesses in town for taxes. Accountant can get started on this by taking a bunch of Bills (found next to computer) and filling them out – top and bottom – for \$10 for taxes to each business. **City Hall MUST use the Post Office to mail taxes.** When these are finished, Finance Manager should take them to the Post Office to mail. The Post Office will put them in stamped envelopes and deliver them. The Post Office will bill City Hall for this service. Fines from City Hall may be hand delivered to violators.
- Have Accountant 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**. Let Accountant know they cannot write checks until they have been approved for a loan.

- 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.
- As money comes in to the business, the Accountant should keep it in one pile. The blue forms on the desk entitled “Loan Payment Coupon” are then used to deposit this money. Accountant should fill out what the business owes minus the amount of the deposit and do the math to get the amount they will then owe. Take blue form and all the money to the Bank President for deposit. Keep stub for own records. When the deposit is made, it will appear on the “Loan Status” page on City Hall’s computer. The Accountant does not enter this money from their own computer.
- Accountant should make sure they receive a Bill stub from paying businesses and keep these as a record of who has paid.

***Note*-All money coming into the business is deposited against the loan. Money cannot be added to the business “Check Register” until the loan is paid off.**

Town Meeting/Morning Presentation

Mayor and Judge will stand and read their Morning Speeches to inform other citizens about the services provided by the City Hall and to announce the laws.

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 from the bank.
- When Multi Service Center delivers checks, Owner 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.
- All money should be given to the Accountant.
- Accountant should catch up on bills if necessary and have a place on desk set aside for incoming money from sales.

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

- You can attend lunch at any of the breaks. Please notify Exchange City staff when you are leaving.
- Citizens can only go to the bank and then lunch when their colored dot is announced.
- Mayor should assume Accountant's responsibilities when Accountant goes to lunch.
- Remind employees that money coming in should immediately go to the Accountant.
- Remind employees that they should remain in City Hall for citizens unless they are on break or conducting business at other businesses.
- Accountant should make loan deposits as money comes in. They do not need to fill out a blue coupon for every check. They should add a bunch together on a single coupon.

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 at 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.
- Attention should be brought to the current status of the loan. (How much money has been paid back to the bank? How much money do we still need to reach our goal? Is this reachable with the prices that have been set?)
- 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 go to the bank and break when their colored dot is announced.
- Mayor should assume Accountant's responsibilities when Accountant goes to lunch.
- Remind employees that money coming in should immediately go to the Accountant.
- Remind employees that they should remain in City Hall for customers unless they are on break or conducting business at other businesses.
- Accountant should make loan deposits as money comes in. They do not need to fill out a blue coupon for every check. They should add a bunch together on a single coupon.

Clean up (announced by Exchange City staff)

The city is now closed. All buying of products and law enforcement should now cease.

Accountants should take any more money to the bank for deposit. Mayor and Judge should be prepared to give their afternoon speeches. Mayor should have certificates ready to hand out when called up by Exchange City staff.

All employees should help to clean up City Hall, throwing away unwanted papers.

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.