

BUSINESS SNAPSHOT

BANKATLANTIC

Business Overview

BankAtlantic handles all personal and business banking needs. BankAtlantic does not borrow money like the other businesses so paying off a loan is not the Bank's goal. However, BankAtlantic's business goals do include processing all loans, personal deposits, and business deposits with speed and accuracy and reporting on their activity at day's end.

Business Activities

- Every citizen will visit BankAtlantic twice to deposit a paycheck with the Bank Tellers.
- Every citizen will open a savings account and have their checkbooks stamped by the Savings Officer.
- Every business CEO will visit the BankAtlantic CEO for loan approval and to make business deposits.

Employee Responsibilities

- **Teller** Accepts all personal deposits and gives cash back (no more than \$2.00 from each deposit) if requested. Tellers only deal with personal checking accounts, not business accounts.
- **Savings Officer** Collects \$1.50 checks from each citizen. These checks are written at school. The Savings Officer then checks off the employee on a checklist, stamps their checkbook, and gives them a savings certificate.
- **CEO** Approves all business loans and accepts all business deposits. The CEO should store the Loan Applications and Promissory Notes in the provided blue folders. After collection, the CEO can approve the loan on the computer and print a Loan Agreement Form to be delivered to each business CFO. Later in the day the CEO will approve Business Deposits on the computer and forward the Deposit Tickets and checks to the File Clerk for filing.
- **CFO** Issues paychecks to each employee and prints checks to pay all business costs for the day as indicated on the CFO Checklist
- **File Clerk** Distributes dollars and quarters at the beginning of the day to the tellers. Also distributes deposit bags to every business. Files all paperwork throughout the day.