

BUSINESS SNAPSHOT

HUMANE SOCIETY

Business Overview

Humane Society helps citizens of BizTown virtually adopt pets. They will also sell retail products in order to bring in income and pay off their loan. The products are delivered to the Humane Society. Citizens adopt pets and purchase products using personal checks only.

Business Activities

- To determine how much each adoption will cost, the Sales Manager meets with the CEO during Business Start-Up time to set prices.
- The Sales Manager greets customers as they arrive and answers any questions regarding the adoption process. The Sales Manager also takes the payment when a customer adopts a pet or makes a retail purchase and enters the payment into the POS computer.
- Once a customer has decided to adopt a pet, the Adoption Counselor helps the customer determine which pet he/she wants to adopt.
- The Adoption Counselor has the customer sign a contract and gives the customer a Certificate of Adoption.
- After receiving a few payment checks, the CFO follows his/her Job Directions and makes a Business Deposit. This includes entering the payment checks into his/her computer and printing a deposit ticket.

Employee Responsibilities

- **CEO** Takes Loan Application and Promissory Note to bank for approval, signs all paychecks and business checks, and assists all other employees.
- **CFO** Issue paychecks to each employee and prints checks to pay all business costs for the day. Makes business deposits.
- **Sales Manger** Meets with CEO to determine adoption costs, answers questions about the adoption process, and takes payment for adoptions and retail purchases.
- **Activities Director** Helps customer select pet to adopt, fills out contract, and provides customer with a Certificate of Adoption.