

BUSINESS SNAPSHOT

PROFESSIONAL OFFICE

Business Overview

The Professional Office provides legal, financial, and insurance services to the businesses of BizTown. Businesses pay the Professional Office for these 3 services and this revenue is used to make payments on their business loan.

Business Activities

- During Business Start-Up, the Insurance Agent fills out Insurance Policies for each business.
- After the National Anthem, the Insurance Agent visits each business to obtain a signature from the CEO and collect a \$2.00 insurance payment check.
- The CPA prints Invoices from his/her computer and visits every business to collect the \$4.00 payment for his/her services and the services of the Attorney.
- After the CPA has finished collecting payments, he/she prepares Statements of Financial Activity and Income Statements for a selected 5 businesses.
 - He/she collects the information needed to fill out these forms from the 5 businesses and BankAtlantic.
- Throughout the day, the Attorney solves 2 criminal cases based on clues collected from other businesses.
- 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

- **Attorney** Takes Loan Application and Promissory Note to bank for approval, signs all paychecks and business checks, and assists all other employees. Uses clues found in other businesses to solve 2 criminal cases. Makes a speech at the Town Meeting at day's end regarding their cases.
- **CFO** Issues paychecks to each employee and prints checks to pay all business costs for the day using the CFO checklist. Makes business deposits.
- **CPA** Picks up supplies using the \$5.00 check from the CFO. Prepares invoices and collects payment from every other business for CPA services as well as the services of the Attorney. Completes Statements of Financial Activity and Income Statements for a selected 5 businesses.
- **Insurance Agent** Fills out Insurance Policies for every other business and collects payment for insurance.