

BUSINESS SNAPSHOT

TOWN HALL

Business Overview

Town Hall is where BizTown's government officials work. The employees of Town Hall are the only citizens allowed to leave during Business Start-up, prior to the National Anthem. They raise money by collecting payroll and property taxes from each business.

Business Activities

- The Mayor leaves during Business Start-up to distribute the red shopping bags to all the citizens.
- The IRS Agent leaves during Business Start-up to conduct the Population Census Count. He/ she writes the Population Count on the large whiteboard.
- After the National Anthem, the Mayor conducts surveys and prepares for the Closing Town Meeting using the Closing Speech Guidelines template.
- After the National Anthem, the IRS Agent prints out the Payroll Tax Report from his her computer.
 - He/she uses the Payroll Tax Report to prepare a Property/Payroll Tax Invoice on his/her computer for each business.
 - He/she delivers the invoices and collects payment from each business.
- All the employees of Town Hall oversee voting participation at the voting booths and pass out "I Voted" stickers. (The volunteer can help too!)
- 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

- **Mayor** Distributes shopping bags, conducts surveys, signs all paychecks and business checks, and assists all other employees. Conducts the Closing Town Meeting.
- **Treasurer** Issues paychecks to each employee and pays all business costs for the day.
- **IRS Agent** Gets supplies with \$5.00 check from CFO. Takes population census count. Prepares Property/Payroll Tax invoice for all businesses and collects tax payments.