
Teaching Consumer Concepts

Cynthia Westphal

J. WESTON
WALCH
PUBLISHER
Portland, Maine

Contents

<i>Acknowledgments</i>	v
To the Teacher	<i>vi</i>
<i>Goals and Objectives</i>	<i>vi</i>
<i>Methods of Instruction</i>	<i>vi</i>
<i>Assessment and Grading</i>	<i>vii</i>
<i>Time Required</i>	<i>vii</i>
About This Simulation:	
Teacher Background Information	
<i>Materials Needed</i>	1
<i>Student Job Assignment Binders</i>	2
<i>Personal Packet Binders and Student Information</i>	5
<i>Storage Area</i>	5
<i>Job Assignments</i>	5
<i>Getting Started</i>	6
<i>Daily and Weekly Routines</i>	7
▼ <i>Daily Appointment Chart</i>	9
<i>Suggested Timeline</i>	11
▼ <i>Accounts Receivable Card</i>	13
▼ <i>Commission Statement</i>	13
<i>Computing Monthly Loan Payments</i>	14
▼ <i>Monthly Payment Table</i>	15
Student Section (Reproducible Pages)	
<i>Budget Plus, Inc., General Information</i>	16
<i>Job Openings</i>	17

<i>Personal Finances</i>	19
<i>Start-up Cash Available</i>	19
<i>Check Deposits</i>	19
<i>Expense Payments</i>	21
▼ <i>Entertainment Costs and Miscellaneous and Medical Expenses</i>	23
<i>Personal Packet</i>	23
▼ <i>Cash Flow Summary</i>	26
▼ <i>Net Worth Statement</i>	27
▼ <i>Self-Evaluation</i>	27
<i>Job Packets</i>	
<i>Auditor</i>	28
<i>Bank Account Manager</i>	32
<i>Car Dealer</i>	48
<i>Child Care Worker</i>	55
<i>County Treasurer</i>	60
<i>Department Store Manager</i>	63
<i>Grocery Store Manager</i>	68
<i>Housing Coordinator</i>	72
<i>Insurance Agent—Home</i>	84
<i>Loan Officer</i>	90
<i>Payroll Clerk</i>	96
<i>Personnel Manager</i>	101
<i>Service Station Attendant</i>	110
<i>Utilities Manager</i>	113
<i>Assessments</i>	117
▼ <i>1040A Tax Form</i>	121
<i>Quizzes</i>	125
<i>Answer Key</i>	133



Child Care Worker

Job Description: Provides care for young children in a center setting; helps them eat, dress, and learn social skills. Plans recreational and educational activities. Maintains registration forms for each child and computes monthly day care bills.

Education Requirements: High school diploma.

Benefits: Beginning salary—\$15,000. Free day care for employee's children. Health insurance coverage provided—individual. Shopping allowance—\$1,000 (new employees only). Sick days—two per quarter. Personal days—five per year.

Duties

Handle Registration

Have parents complete a registration (Form A) for each child they have in day care, and check that the forms are filled out completely. These forms contain emergency phone numbers; keep them handy.

Daily Planning

Complete at least five days' worth of instructional and activity plans (Form B) that involve children in such group activities as singing, reading, playing games, coloring, presenting puppet shows, and making crafts. The activities, which are interspersed with free time, should enhance social skills, improve large or fine motor skills and coordination, promote personal hygiene, teach basic concepts such as number and letter recognition, or improve self-esteem. (Give these plans to your teacher when completed.)

Prepare Monthly Day Care Bills (Form C)

1. Fill in the parent's name, address, and phone number on the invoice.
2. List each child's name and age. (If parents have one child, it is an infant; two children, an infant and a three-year-old; three children, an infant, a two- or three-year-old, and a five- or six-year old.)



3. Check Registration Form to see whether the family is in Plan A (income over \$20,000) or Plan B (income under \$20,000). List the daily rate for each child (see rate sheet, p. 57). If parents have two children, use the “1st Child” rate for the oldest and the “Each Additional Child” rate for the youngest. If there is a third child, add the “Before- and After-School” rate.
4. Convert the daily rate to a monthly rate. Assume that the child attends 5 days per week, 52 weeks per year. (For convenience, assume that school-age children attend school year round, so the rate for their care stays the same.) Multiply the daily rate by 5 and by 52, then divide the answer by 12 to determine the monthly amount. Add in the laundry fee, if applicable, and total the charges.

Complete Accounts Receivable Cards

Create a separate accounts receivable card for each family.

1. Enter Amount Due: For each family, enter the total monthly amount due.
2. Enter Amount Paid: As you collect each check, enter the amount of the payment and the check number on that family’s accounts receivable card and compute the new balance.

Enter All Transactions in the Business Checking Ledger

1. Enter deposits daily:
 - Fill out a business checking deposit slip for all checks received that day.
 - Record the total deposit in the checking ledger.
 - Be sure that all checks are endorsed “For deposit only to the account of Bubba Bear Day Care.”
 - Staple deposit slip and checks together and give to Bank Account Manager or leave in deposit drop box.
2. Reimburse Budget Plus, Inc.—Payroll Account:
 - Make out a check for 80 percent of the daily deposit.
 - Record the check in the checking ledger.
 - Give the check to the Budget Plus Payroll Clerk.



Bubba Bear Day Care
Rates
effective August 1, 1998

Plan A rates apply to families with incomes above \$20,000. Plan B rates apply to families with incomes below \$20,000, and are for full-time and after-school care only.

	1st Child		Each Additional Child	
	Plan A	Plan B	Plan A	Plan B
Ages 3 through 11 (must be 3 by September 1)				
Full day (5 to 12 hours)	\$15.30	\$12.75	\$11.90	\$10.65
Half day (5 hours or less)	9.90	8.25	7.70	6.90
Minimum weekly charge (2 half days)	19.80	16.50	15.40	13.80
Ages Infant through 2				
Full day (5 to 12 hours)	\$16.15	\$14.90	\$12.35	\$11.05
Half day (5 hours or less)	10.45	9.65	8.00	7.15
Minimum weekly charge (2 half days)	20.90	19.30	16.00	14.30
Before- and after-school program:	\$6.30	\$5.25	\$6.30	\$5.25
Laundry fee*—Plan A only per child:				
Infant through 2 years old			\$3.50 monthly	
3 through 4 years old			2.50 monthly	

Extra Charges:

Approximately \$4 per child for Holiday project.

\$15 per check returned.

\$5 per 15 minutes (or fraction of), per child picked up after closing (6:00 P.M.).

*No laundry fee is assessed for Plan B children or for those in before- and after-school care only.



Form A—Child Care Worker/Registration form

BUBBA BEAR DAY CARE
 Registration Form (please print)

Child's Full Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____

Date of Birth _____ Age _____ Sex _____

Nickname _____ Hand Preference _____

<u>Name</u>	<u>Brothers</u>	<u>Age</u>	<u>Name</u>	<u>Sisters</u>	<u>Age</u>
_____			_____		
_____			_____		
_____			_____		

Father's Name _____

Employer _____ City _____

Work Phone _____ Occupation _____

Mother's Name _____

Employer _____ City _____

Work Phone _____ Occupation _____

Family Physician _____ Phone _____

Address _____

Allergies _____

Parental Permission for Emergency Medical/Surgical Care.

Parent's Signature _____

Permission to administer Tylenol or Motrin, if necessary.

Brand Preference _____ Parent's Signature _____

Field Trip Permission

Parent's Signature _____

Who has authority to pick up your child?

1. _____ Phone # _____

2. _____ Phone # _____

3. _____ Phone # _____

EMERGENCY PHONE NUMBER (if parents cannot be reached)

Name _____ Phone # _____

Name _____ Phone # _____

GROSS FAMILY INCOME if reduced rates are requested _____



Form B—Child Care Worker/Daily Planner form

Daily Planner

Employee: _____ Date: _____

Age Level: _____

Goals:

Areas of Development:

____ Educational ____ Physical ____ Social ____ Emotional

Planned Activities:

Instructional Materials Required:

Comments:

Form C—Child Care Worker/Invoice form

**BUBBA BEAR DAY CARE
Invoice**

Account Name _____ Phone Number _____

Address _____

<u>Child</u>	<u>Age</u>	<u>Daily Rate</u>	<u>Monthly Rate</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LAUNDRY FEES (Plan A only) _____

TOTAL DUE _____

If you have questions regarding this billing, contact our office. There is a \$15 fee for returned checks. Households making less than \$20,000 may be eligible for reduced rates. Contact the office for more information.





County Treasurer

Job Description: Determines car registration fees on the basis of a car's list price and weight. Determines real estate tax amounts for home owners on the basis of a home's assessed value.

Educational Requirements: Undergraduate degree in political science or public administration.

Benefits: Starting salary—\$28,000, with semiannual reviews. Shopping allowance—\$1,000 (new employees only). Health insurance coverage provided—individual. Sick days—two per quarter. Personal days—five per year.

Duties

Determine Car Registration Fee

1. Determine the age, weight, and list price of the car by looking at the Car Dealer's vehicle list. Use the chart below to determine what percentages to use in the annual fee formula. (For pickups, the annual registration fee is a flat \$65.00.)

Age of Car*	Percent of Weight	Percent of List Price
1-5 YEARS	40	100
6 YEARS	40	75
7-8 YEARS	40	50
9 YEARS	40	10

*1999 is considered 1 year old for registration fees.

2. Compute the annual registration fee:

$$\text{FEE} = \frac{(\text{Weight} \times \text{Percent of Weight}) + (\text{List Price} \times \text{Percent of List Price})}{100}$$
3. Complete the Registration Fee billing form (Form A). Remind customers to list this bill as an annual expense under their birth month.

Determine Real Estate Taxes (Form B)

Real estate taxes are used to support local schools, maintain local and county parks and roads, and pay the costs of local and county government.

1. Determine the assessed value of the house.



- Find its market value (the house's listed price in the Realtor's house listings).
 - Determine the rate of assessment. If the market value is less than \$50,000, the rate of assessment is 95 percent. If the market value is \$50,000 or more, the rate is 85 percent.
 - Compute the assessed value:
Assessed Value = Rate of Assessment \times Market Value.
2. Calculate real estate taxes, using 19.5 *mills*/dollar as the tax rate for Big Bucks (a mill = \$0.001):
Annual Real Estate Tax = Tax Rate \times Assessed Value
(Round your answer to the nearest dollar.)
- Real estate taxes are payable semiannually, in March and September. Divide the taxes by 2 to determine how much is due with each payment.
 - Make out the bill. All customers get the Homestead Exemption because their home is their primary place of residence.

NOTE: Customers do not need to write out a check for these taxes, but must list the amount on their cash flow summary as an expense in March and September.

Complete the Accounts Receivable Cards

Use one card per employee for car registrations and another card per home owner(s) for real estate taxes.

1. Enter Amount Due. For each employee, enter the amount of the annual car registration fee. For home owners, enter the amount of the semiannual real estate tax bills.
2. Enter Account Paid. As you collect each check for car registrations, enter the amount of the payment and the check number on the appropriate accounts receivable card and compute the new balance. Because you will not receive checks for real estate taxes, those cards will show an outstanding balance due.

Enter All Transactions in the Business Checking Ledger

1. Enter deposits daily:
 - Fill out a business checking deposit slip for all checks received that day.
 - Record the total deposit in the checking ledger.
 - Be sure that all checks have been endorsed "For deposit only to the account of Ward County Treasurer."
 - Staple deposit slip and checks together and give to Bank Account Manager or leave in deposit drop box.
2. Reimburse Budget Plus, Inc.—Payroll Account:
 - Make out check for 80 percent of the daily deposit.
 - Record the check in the checking ledger.
 - Give the check to the Payroll Clerk.



Form A—County Treasurer/Registration Fee form

Ward County Treasurer's Office
 _____, Treasurer
Big Bucks, Iowa

Owner:

Name _____ SS# _____ Birth Month _____
 Address _____ Phone # _____
 City, State, Zip _____

Car Registration:

Year _____ Make _____ Model _____
 Body Type Car ____ Pickup ____ Van ____ VIN _____
 List Price _____ Weight _____ Age in Years _____
 Percent of List Price _____ Percent of Weight _____

Pay this amount → **Annual Registration Fee: \$** _____

Due in your birth month. *Make checks payable to Ward County Treasurer*

Form B—County Treasurer/Real Estate Tax form

Ward County Treasurer's Office
 _____, Treasurer
Big Bucks, Iowa

HOME OWNER

Name: _____ Homestead Exemption: Y or N
 Address: _____ Phone #: _____
 City, State, Zip: _____ SS#: _____

RESIDENCE

Address: _____
 Market Value: _____

TAX COMPUTATION

Rate of Assessment: _____ % Assessed Value: \$ _____
 Tax Rate: _____ mills/\$ Annual Taxes Due: \$ _____
Semiannual Payments Due in March & September \$ _____

