



**OCCUPATIONAL CATEGORY**  
Accounting Applications Series

**INSTRUCTIONAL AREA**  
Financial Analysis

## PARTICIPANT INSTRUCTIONS

### PROCEDURES

1. The event will be presented to you through your reading of these instructions, including the Performance Indicators and Event Situation. You will have up to 10 minutes to review this information to determine how you will handle the role-play situation and demonstrate the performance indicators of this event. During the preparation period, you may make notes to use during the role-play situation.
2. You will give an ID label to your adult assistant during the preparation time.
3. You will have up to 10 minutes to role-play your situation with a judge (you may have more than one judge).
4. You will be evaluated on how well you meet the performance indicators of this event.
5. Turn in all your notes and event materials when you have completed the role-play.

### PERFORMANCE INDICATORS

1. Explain the concept of accounting.
2. Describe the nature of operating budgets.
3. Explain the nature of balance sheets.
4. Describe the nature of profit-and-loss statements.
5. Describe the nature of cash flow statements.

## EVENT SITUATION

You are to assume the role of account manager at a local bank. You will meet with a client (judge) who has questions on financial records need to launch a planned business venture, MJ'S SPORTS MEMORABILIA.

Your firm offers general business consulting services. This client (judge) intends to start a new Internet business, selling various sports collectibles (MJ'S SPORTS MEMORABILIA). The business would be an outgrowth of his/her hobby of collecting sports memorabilia. The client (participant) has requested a briefing on the basic types of financial records that should be maintained for the business. You are to respond to the following questions.

1. Why do I need an accounting system?
2. What is an operating budget?
3. What is a balance sheet?
4. What is a profit-and-loss statement?
5. What is a cash flow statement?

You will respond to the client's (judge's) questions in a role-play to take place in the client's (judge's) office. The client (judge) will begin the role-play by greeting you and asking to hear your information. After you have answered the initial questions and have also answered the client's (judge's) additional questions, the client (judge) will conclude the role-play by thanking you for your work.

## **JUDGE'S INSTRUCTIONS**

### **DIRECTIONS, PROCEDURES AND JUDGE'S ROLE**

In preparation for this event, you should review the following information with your event manager and other judges:

1. Procedures
2. Performance Indicators
3. Event Situation
4. Judge Role-play Characterization

Participants may conduct a slightly different type of meeting and/or discussion with you each time; however, it is important that the information you provide and the questions you ask be uniform for every participant.

5. Judge's Evaluation Instructions
6. Judge's Evaluation Form

Please use a critical and consistent eye in rating each participant.

### **JUDGE ROLE-PLAY CHARACTERIZATION**

You are to assume the role of a client of a local bank who is interested in starting a business called MJ's SPORTS MEMORABILIA. You have asked your bank's account manager (participant) to answer some questions about financial records need to launch the business.

You intend to start a new Internet business selling various sports collectibles. The business will be an outgrowth of your hobby of collecting sports memorabilia. You have asked your bank's account manager (participant) to brief you on accounting principles by responding to a series of questions you have developed.

The questions are:

1. Why do I need an accounting system?
2. What is an operating budget?
3. What is the company balance sheet?
4. What is a profit-and-loss statement?
5. What is a cash flow statement?

The account manager (participant) will respond to the questions in a role-play to take place in your office. You will begin the role-play by greeting the participant and asking to hear his/her information.

During the course of the role-play you are to ask the following questions of each participant.

1. What other types of financial records might be important for the business?
2. Should I hire an accountant?

Once the account manager (participant) has answered your questions, you will conclude the role-play by thanking him/her for the information.

You are not to make any comments after the event is over except to thank the participant.

## **JUDGE'S EVALUATION INSTRUCTIONS**

### **Evaluation Form Information**

The participants are to be evaluated on their ability to perform the specific performance indicators stated on the cover sheet of this event and restated on the Judge's Evaluation Form. Although you may see other performance indicators being demonstrated by the participants, those listed in the Performance Indicators section are the critical ones you are measuring for this particular event.

### **Evaluation Form Interpretation**

The evaluation levels listed below and the evaluation rating procedures should be discussed thoroughly with your event chairperson and the other judges to ensure complete and common understanding for judging consistency.

<b>Level of Evaluation</b>	<b>Interpretation Level</b>
Exceeds Expectations	Participant demonstrated the performance indicator in an extremely professional manner; greatly exceeds business standards; would rank in the top 10% of business personnel performing this performance indicator.
Meets Expectations	Participant demonstrated the performance indicator in an acceptable and effective manner; meets at least minimal business standards; there would be no need for additional formalized training at this time; would rank in the 70-89 <sup>th</sup> percentile of business personnel performing this performance indicator.
Below Expectations	Participant demonstrated the performance indicator with limited effectiveness; performance generally fell below minimal business standards; additional training would be required to improve knowledge, attitude and/or skills; would rank in the 50-69 <sup>th</sup> percentile of business personnel performing this performance indicator.
Little/No Value	Participant demonstrated the performance indicator with little or no effectiveness; a great deal of formal training would be needed immediately; perhaps this person should seek other employment; would rank in the 0-49 <sup>th</sup> percentile of business personnel performing this performance indicator.

## JUDGE'S EVALUATION FORM

ACT

### DID THE PARTICIPANT:

#### 1. Explain the concept of accounting?

**Little/No Value**

0, 2

Attempts at explaining the concept of accounting were inadequate or weak.

**Below Expectations**

4, 6, 8

Adequately explained the concept of accounting

**Meets Expectations**

10, 12, 14

Effectively explained the concept of accounting

**Exceeds Expectations**

16, 18

Very effectively explained the concept of accounting

#### 2. Describe the nature of operating budgets?

**Little/No Value**

0, 2

Attempts at describing the nature of operating budgets were inadequate or weak.

**Below Expectations**

4, 6, 8

Adequately described the nature of operating budgets.

**Meets Expectations**

10, 12, 14

Effectively described the nature of operating budgets.

**Exceeds Expectations**

16, 18

Very effectively described the nature of operating budgets.

#### 3. Explain the nature of balance sheets?

**Little/No Value**

0, 2

Attempts at explaining the nature of balance sheets were weak or incorrect.

**Below Expectations**

4, 6, 8

Adequately explained the nature of balance sheets.. .

**Meets Expectations**

10, 12, 14

Effectively explained the nature of balance sheets.

**Exceeds Expectations**

16, 18

Very effective explained the nature of balance sheets.

#### 4. Describe the nature of profit-and-loss statements?

**Little/No Value**

0, 2

Attempts at describing the nature of profit-and-loss statements inadequate or unclear.

**Below Expectations**

4, 6, 8

Adequately described the nature of profit-and-loss statements.

**Meets Expectations**

10, 12, 14

Effectively described the nature of profit-and-loss statements.

**Exceeds Expectations**

16, 18

Very effectively described the nature of profit-and-loss statements.

#### 5.

#### Describe the nature of cash flow statements?

**Little/No Value**

0, 2

Attempts at describing the nature of cash flow statements were inadequate or weak.

**Below Expectations**

4, 6, 8

Adequately described the nature of cash flow statements.

**Meets Expectations**

10, 12, 14

Effectively described the nature of cash flow statements.

**Exceeds Expectations**

16, 18

Very effectively described the nature of cash flow statements.

#### 6. Overall impression and response to the judge's questions.

**Little/No Value**

0, 1

Demonstrated few skills; could not answer the judge's questions.

**Below Expectations**

2, 3, 4

Demonstrated limited ability to link some skills; answered the judge's questions adequately.

**Meets Expectations**

5, 6, 7

Demonstrated the specified skills; answered the judge's questions effectively.

**Exceeds Expectations**

8, 9, 10

Demonstrated skills confidently and professionally; answered the judge's questions very effectively and thoroughly.

Judge's Initials \_\_\_\_\_

TOTAL SCORE \_\_\_\_\_