



Unit 3: Business Practices

Lesson One: Business Records and Taxes

Created: 01/2018 by the National FFA Organization

STUDENT LEARNING OBJECTIVES:

After completing these activities, students will...

1. Understand different elements of business records.
2. Understand different parts of the national tax system.
3. Apply skills learned about business records to a nursery/landscape business.

TIME REQUIRED: 90 minutes

RESOURCES:

1. Nursery/Landscape CDE Handbook, <https://ffa.box.com/s/yajzverkrievuw9d9n16neh6v0a93fe>

EQUIPMENT AND SUPPLIES NEEDED:

1. "Business Records and Taxes" PowerPoint
2. "Calculations" worksheet, one copy per student.
3. The design and price estimate each student created previously

THESE ACTIVITIES ARE ALIGNED TO THE FOLLOWING STANDARDS:

AFNR Performance Element

- ABS.02. Use record keeping to accomplish AFNR business objectives, manage budgets and comply with laws and regulations.

FFA Precept

- FFA.PL-A.Action: Assume responsibility and take the necessary steps to achieve the desired results, no matter what the goal or task at hand.
- FFA.PL-C.Vision: Visualize the future and how to get there.
- FFA-CS-M.Communication: Effectively interact with others in personal and professional settings.
- FFA-CS-N.Decision Making: Analyze a situation and execute an appropriate course of action.

Common Career Technical Core

- AG-BIZ2 Use record keeping to accomplish AFNR business objectives, manage budgets and comply with laws and regulations.

NASDCTEc

- AGPG01.02 Practice good record keeping strategies and techniques to accomplish AFNR business objectives.

Common Core - Math Practices

- CCSS.MATH.PRACTICE.MP5 Use appropriate tools strategically.
- CCSS.MATH.PRACTICE.MP6 Attend to precision.

Common Core - Math (Specific)

- CCSS.MATH.CONTENT.HSS.IC.B.6 Evaluate reports based on data.
- CCSS.MATH.CONTENT.HSN.Q.A.1 Use units as a way to understand problems and to guide the solution of multi-step problems; choose and interpret units consistently in formulas; choose and interpret the scale and the origin in graphs and data displays.

National Standards for Financial Literacy

- Earning Income: Benchmarks: Grade 12, Statement 7 Taxes are paid to federal, state, and local governments to fund government goods and services and transfer payments from government to individuals.
- Earning Income: Benchmarks: Grade 12, Statement 8 People's sources of income, amount of income, as well as the amount and type of spending affect the types and amounts of taxes paid.

AFNR Career Ready Practices

- CRP.03. Attend to personal health and financial well-being. Career-ready individuals also take regular action to contribute to their personal financial well-being, understanding that personal financial security provides the peace of mind required to contribute more fully to their own career success.
- CRP.05. Consider the environmental, social and economic impact of decisions. Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact and/or mitigate negative impact on other people, organizations and the environment.

- CRP.08. Utilize critical thinking to make sense of problems and persevere in solving them. Career-ready individuals readily recognize problems in the workplace, understand the nature of the problem, and devise effective plans to solve the problem.

Partnership for 21st Century Skills

- Critical Thinking and Problem Solving
- Information Literacy
- Financial, Economic, Business, and Entrepreneurial Literacy
- Productivity and Accountability

LESSON PLAN:

1. *Introduction*

Hello class! Today we are going to talk about business records and taxes. I want you to write as many records and tax forms that you can think of that relate to having a business. You will have 30 seconds. What questions are there? Answer questions.

What did you write down? Let students respond. Answers could include receipts, tax documents, invoices, order forms, pay stubs, bank records, etc.

Transition: Please prepare to take notes as we learn about some of these elements and why they are important to nursery/landscape businesses.

2. *Activity*

Utilize the "Business Records and Taxes" PowerPoint to learn about taxes and important business documents. After the PowerPoint content has been discussed, have the students finish the "Calculations" worksheet, which has different calculations related to determining taxes and writing receipts.

After the calculations are completed, have students use the design and price estimate that they created previously to calculate a total cost for the design that could be given to a customer.

3. *Follow Up*

After all students have completed the calculations, work through the answers together, and show students the correct way to complete the calculations.

4. *Leveling Up*

For students interested in owning their own business, allow them to participate in mock sales scenarios where they need to complete a receipt by hand.

NAME: _____

Aligned to the following standards:
ABS.02; FFA.PL-A, FFA.PL-C, FFA.CS-M; FFA.CS-N; AG-BIZ2; AGPG01.02;
MP5; MP6; HSS.1C.B.6; HSN.Q.A.1; CRP.03, CRP.05; CRP.08

Calculations

DIRECTIONS:

Use the sheet below to calculate the final costs for different orders.

My sales tax rate is: _____%

(To find a list of sales tax rates by state go here: <https://taxfoundation.org/state-and-local-sales-tax-rates-in-2017/>.)

FFA Landscaping 6060 FFA Drive Indianapolis, IN 46268 (317) 802-6060	
Landscape design...	\$105
Installation fee.....	\$350
Concrete pavers	
75@\$1.25 ea	
Perennials	
15@\$3.25 ea	
Annuals	
45@\$1.53 ea	
Mulch	
18@\$2.22 ea	
Subtotal	
Tax (____%)	
Total	

FFA Landscaping 6060 FFA Drive Indianapolis, IN 46268 (317) 802-6060	
Landscape design...	\$175
Installation fee.....	\$327
Railroad Ties	
21@\$22.10 ea	
Perennials	
33@\$3.25 ea	
Annuals	
15@\$1.53 ea	
Stone	
5 cu.yd.@\$45.67	
Subtotal	
Tax (____%)	
Total	

FFA Landscaping 6060 FFA Drive Indianapolis, IN 46268 (317) 802-6060	
Landscape design...	\$195
Installation fee.....	\$459
Natural Stone	
97@\$0.25 ea	
Shrub	
15@\$7.25 ea	
Trees	
10@\$31.67 ea	
Cobblestone	
250lbs@\$0.14/lb	
Subtotal	
Tax (____%)	
Total	

FFA Landscaping 6060 FFA Drive Indianapolis, IN 46268 (317) 802-6060	
Landscape design...	\$150
Installation fee.....	\$512
Deco. Boulder	
127lbs@\$0.33/lb	
Wall Stone	
357lbs@\$0.28/lb	
Bench	
1@\$557 ea	
Firepit	
1@\$413 ea	
Subtotal	
Tax (____%)	
Total	

FFA Landscaping 6060 FFA Drive Indianapolis, IN 46268 (317) 802-6060	
Landscape design...	\$75
Installation fee.....	\$537
Stone pavers	
413@\$2.27 ea	
Water Feature	
1@\$520 ea	
Pump	
1@\$252.37 ea	
Mulch	
21@\$2.22 ea	
Subtotal	
Tax (____%)	
Total	

FFA Landscaping 6060 FFA Drive Indianapolis, IN 46268 (317) 802-6060	
Landscape design...	\$100
Installation fee.....	\$350
Brick	
150@\$3.25 ea	
Perennials	
30@\$3.25 ea	
Annuals	
75@\$1.53 ea	
Cobblestone	
300lbs@\$0.27/lb	
Subtotal	
Tax (____%)	
Total	

KEY: Calculations

DIRECTIONS:

Use the sheet below to calculate the final costs for different orders.

My sales tax rate is: _____ % (Used 7.0% tax rate-This will alter based on your location.)

(To find a list of sales tax rates by state go here: <https://taxfoundation.org/state-and-local-sales-tax-rates-in-2017/>.)

FFA Landscaping
 6060 FFA Drive
 Indianapolis, IN
 46268
 (317) 802-6060

Landscape design...\$105
 Installation fee.....\$350
 Concrete pavers 75@\$1.25 ea **93.75**
 Perennials 15@\$3.25 ea **48.75**
 Annuals 45@\$1.53 ea **68.85**
 Mulch 18@\$2.22 ea **39.96**

Subtotal **706.31**
 Tax (7.0 %) **49.44**
 Total **755.75**

FFA Landscaping
 6060 FFA Drive
 Indianapolis, IN
 46268
 (317) 802-6060

Landscape design...\$175
 Installation fee.....\$327
 Railroad Ties 21@\$22.10 ea **464.10**
 Perennials 33@\$3.25 ea **107.25**
 Annuals 15@\$1.53 ea **22.95**
 Stone 5 cu.yd.@\$45.67 **228.35**

Subtotal **1,324.65**
 Tax (7.0 %) **92.73**
 Total **1,417.38**

FFA Landscaping
 6060 FFA Drive
 Indianapolis, IN
 46268
 (317) 802-6060

Landscape design...\$195
 Installation fee.....\$459
 Natural Stone 97@\$0.25 ea **24.25**
 Shrub 15@\$7.25 ea **108.75**
 Trees 10@\$31.67 ea **316.70**
 Cobblestone 250lbs@\$0.14/lb **35.00**

Subtotal **1,138.70**
 Tax (7.0 %) **79.71**
 Total **1,218.41**

FFA Landscaping
 6060 FFA Drive
 Indianapolis, IN
 46268
 (317) 802-6060

Landscape design...\$150
 Installation fee.....\$512
 Deco. Boulder 127lbs@\$0.33/lb **41.91**
 Wall Stone 357lbs@\$0.28/lb **99.96**
 Bench 1@\$557 ea **557**
 Firepit 1@\$413 ea **413**

Subtotal **1,173.87**
 Tax (7.0 %) **124.17**
 Total **1,898.04**

FFA Landscaping
 6060 FFA Drive
 Indianapolis, IN
 46268
 (317) 802-6060

Landscape design...\$75
 Installation fee.....\$537
 Stone pavers 413@\$2.27 ea **937.51**
 Water Feature 1@\$520 ea **520**
 Pump 1@\$252.37 ea **252.37**
 Mulch 21@\$2.22 ea **46.62**

Subtotal **2,346.50**
 Tax (7.0 %) **165.80**
 Total **2,512.30**

FFA Landscaping
 6060 FFA Drive
 Indianapolis, IN
 46268
 (317) 802-6060

Landscape design...\$100
 Installation fee.....\$350
 Brick 150@\$3.25 ea **487.50**
 Perennials 30@\$3.25 ea **97.50**
 Annuals 75@\$1.53 ea **114.75**
 Cobblestone 300lbs@\$0.27/lb **81.00**

Subtotal **1,230.75**
 Tax (7.0 %) **86.15**
 Total **1,316.90**