

### **Pima County Clerk of the Board**

Julie Castañeda

Melissa Manriquez Deputy Clerk Administration Division 130 W. Congress, 5<sup>th</sup> Floor Tucson, AZ 85701 Phone: (520)724-8449 • Fax: (520)222-0448 Document and Micrographics Mgt. Division 1640 East Benson Highway Tucson, Arizona 85714 Phone: (520) 351-8454 • Fax: (520) 791-6666

September 19, 2017

Thomas Robert Aguilera Fiamme Pizza 2810 N. Swan Road, No. 150 Tucson, AZ 85712

RE:

Arizona Liquor License No.: 12104530

d.b.a. Fiamme Pizza

Dear Mr. Aguilera:

Enclosed is a copy of the Affidavit of Posting relative to your Liquor License Application for a Series 12, Restaurant, which was received in our office on August 18, 2017. The Hearing before the Pima County Board of Supervisors has been scheduled for Tuesday, October 3, 2017, at 9:00 a.m. or thereafter, at the following location:

Pima County Administration Building Board of Supervisors Hearing Room 130 W. Congress, 1st Floor Tucson, AZ 85701

Should you have any questions pertaining to this matter, please contact this office at (520)724-8449.

Sincerely,

Julie Castañeda Clerk of the Board

Enclosure



### Arizona Department of Liquor Licenses and Control 800 W Washington 5th Floor Phoenix, AZ 85007-2934 www.azliquor.gov (602) 542-5141

SEP 18°177402-43 PC QLK OF BD

### AFFIDAVIT OF POSTING

Date of Posting: 8-24-17	Date of Posting Remova	1: <u>2-/6</u>	5-17
Fiamme Pizza Applicant's Name: Aguilera Last	Thomas First		Robert
Business Address: 4706 E. Sunrise Drive	1 1151	Tucson City	85718
License #: <b>12104530</b>			

I hereby certify that pursuant to A.R.S. 4-201, I posted notice in a conspicuous place on the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days.

Amando Temazos #7654 houses Sever 520-306-8603
Print Name of City/County Official Title Phone Number

Signature 4769 9/5)7
Date Signed

Return this affidavit with your recommendations (i.e., Minutes of Meeting, Verbatim, etc.) or any other related documents. If you have any questions please call (602) 542-5141 and ask for the Licensing Division.



### Melissa Manriquez Deputy Clerk

### Pima County Clerk of the Board

Julie Castañeda

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TO:	Development Services, Zoning Division
FROM:	Alina Bárcenas
	Administrative Support Specialist Senior
DATE:	August 21, 2017
RE:	Zoning Report - Application for Liquor License
Attached is	the application of:
Thomas Ro d.b.a. Fiam 4706 E. Sur Tucson, AZ	nrise Drive
Arizona Lique Series 12, For New Licens Person Train Location Trains	e <u>X</u> nsfer
ZONING RI	EPORT DATE: 22/17
Will current	zoning regulations permit the issuance of the license at this location?
Yes 🗓	No 🗆
If No, pleas	e explain:
<u> </u>	
·	

When complete, please return to cob mail@pima.gov

Pima County Zoning Inspector

### '17 AUG 17 List. Lic. AM10/34



# 17-24-9300

Arizona Department of Liquor Licenses and Control 800 W Washington 5th Floor Phoenix, AZ 85007-2934 www.azliquor.gov (602) 542-5141

DLI	LC USE ONLY
License	
	12104530
Date Ac	
	8/11/17
CSR:	
	( las

Application for Liquor License
Type or Print with Black Ink

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE	
A non-log for of COE will be absented for all disharment absolute (A D C C 44 (OCO))	
A service fee of \$25 will be charged for all dishonored checks (A.R.S. § 44-6852)  SECTION 1 Type of License  SECTION 2 Type of Ownership  J.T.W.R.O.S.	
☐Interim Permit ☐Individual	70 / 10 00 00 x 00 00 00 00 00 00 00 00 00 00
✓ New License □Partnership	r L
☐ Person Transfer ☐ Corporation ☐ Location Transfer (series 6, 7 and 9) ☐ Limited Liability Co	برا - م
	Ç
☐ Seasonal ☐Government	į. Į
□Trust	Č
□Tribe □Other (Explain)	ā
Add Sampling Privilege for Series 9 and 10 only (Complete Sampling Privilege A.R.S.§4-206.01 (G), (H), (I) & (L)  Add Growler privileges (restaurant, series 12, license only. 300-foot restriction app. A.R.S.§4-207 (A) & (B)	·
1. Type of License (restaurant, bar etc.): Series 12 Restaurant 2. LICENSE # (if issued): / 2./04;	530
SECTION 4 Applicants	. 1010125
1. Agent's Name;         Aguillera         Thomas         Rober           Last         Flist         M	widdle
2. Applicant/Licensee Name: Fiamme Pizza Napoletana, LLC	ert <u>P104</u> 28 widdle <u>B105</u> 78
(Ownership name for type of ownership checked on section 1)	B10518
3. Business Name [Doing Business As-DBA]: 1 tanille Pizza	DIUDIO
4. Dosiness Ecocitori Address.	Pima
4. Business Location Address: 4706 E Sunrise Dr Tucson Arizona 85718 (Do not use PO Box) Street City State Zip Code	,
4. Business Location Address: 4706 E Sunrise Dr Tucson Arizona 85718  (Do not use PO Box) Street City State Zip Code  5. Mailing Address: 2810 N Swan Rd #150 Tucson Arizona 85712  (All correspondence will be mailed to this address) Street City State Zip Code	Pima
4. Business Location Address: 4706 E Sunrise Dr Tucson Arizona 85718  (Do not use PO Box) Street City State Tip Code  5. Mailing Address: 2810 N Swan Rd #150 Tucson Arizona 85712  (All correspondence will be mailed to this address) Street City State Tip Code  6. Business Phone: (520) 529-5777 Daytime Contact Phone: (520) 971-0258 TMH	Pima
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Is Arizona Statement of Citizenship & Alien Status for State Benefits complete?

Yes

□No

SECTION 5	Background Cl	heck						
					RD ALONG WITH \$2	2. PROCESSIN	ig fee pe	R CARD.
1. If the ap	oplicant is an ent	ity, not an indiv	ridual, answer c	questions 1a-b	).			
a) [	Date Incorporate	d/Organized: _	01/28/2016	State w	here Incorporated/	Organized: 💆	Arizona	
b) A	AZ Corporation o	r AZ L.L.C. File N	No: <u>L2064148</u>	32 Date o	authorized to do bu	siness in AZ 0	2/03/20	16
0 1:04	المراجعة المراطقة بالمراجعة	LT& . 41 1	b # -!! ! !					
					more and/or contro ne ownership struct			
					general partner who			
	of the license.	ormoning perso		3/01/01/00/07/9	general parmer with	, 0, 11, 13, 12, 12, 13, 13	0110101 1111	3.53. 51 15
Last	First	Middle	Title	%Owned_	Mailing Address	City	State	Ζip
Saba	Aftim	Amin	Member	25%	P.O. Box 27103	Tucson	AZ	85726
Volpe	Scott	Anthony	Member	75%	1121 W Copper Field	Dr Marana	AZ	85658
L			(Affach addit	ional sheet if ne	cessary)			
SECTION &	§ Interim Permit		•					
If you inte	nd to operate b	usiness while yo	ur application i	s pending yo	u will need an interir	n permit purs	uant to A	.R.S.§ 4-203.0
	val of an interim							-
• The	ere <mark>must</mark> be a val	id license of the	e same series iss	ued to the cu	urrent location you o	are applying f	or OR	
• A H	lotel/Motel licens	se is being repla	aced with a res	taurant licens	e pursuant to A.R.S.	§4-203.01 (A)		
1. Enter li	cense number c	currently at the	location:				/	
2. Is the li	icense currently	in use?∏Yes	∏No If no.	. how long ho	s it been out of use	Š		
				_			OWNED	ACEUT OR
l, (Signature	e) LLING PERSON o	n the state of lie	ones and look		declare that I am t	he CURRENT	OWNER,	AGENT, OR
CONKO	LLING FERSON O	ri me sidied iid	ense una loca	nion.				
	Attac	h a copy of the	e license currer	ntly issued at	this location to this	application.		
				<u>NOTARY</u>				
State of A	rizona	)						•
Countrat	F	}						
Coorny of				/				1
On this _	Day of	, 20_	before	me personally	appeared	(Print Name of Doc		
14/1!		Monin						
wnose ia acknowle	entity was prove edged that he or	n to me on the	basis of satistac above/attack	ctory evidence and documen	e to be the person :	who he or she	e claims t	o be ana
acia ioviic		is in esigned in the	, above, ander	ica accomer				
					Signature	of NOTARY PUBLIC		
(	(Affix Seal Above)							li li
	<u> </u>							
<b>SECTION</b>	<u>7</u> Probate, Recei	ver, Bankruptcy	y Trustee, Assigr	nment, or Div	orce Decree of an e	xisting liquor	license A	RS § 4-204
EACH PE	RSON LISTED MUS	ST SUBÉMIT A QUE	ESTIONNAIRE, FI	NGERPRINT C	ARD ALONG WITH \$	22. PROCESSI	NG FEE P	ER CARD.
	_							
1.Current	Licensee's Nam	ne:						
	it appears on the li	cense) Las	1		First		Mid	dle
2.Assigne	e's Name:							4 Is
Licones A	Jumbor	Los	t .		First		Mic	idle
License N	WIIDEI							

ATTACH A COPY OF THE DOCUMENT THAT SPECIFICALLY ASSIGNS THE LIQUOR LICENSE TO THE ASSIGNEE.

Fiamme Pizza Napoletana, LLC

Aftim Amin Saba Scott Anthony Volpe
25% Member 75% Member

SECTION 8 Government (for	Cities, Towns o	r Countles only)			
Government Entity:					
2. Person/Designee:	low	First		Middle	Daylime Contact Phone #
A SEPARAJE LICENSE	MUST BE OBTA	INED FOR EACH PR	EMISES FROM WH	ICH SPIRITUOU	S LIQUOR IS SERVED.
SECTION 9 Person to Po (Bar and Lice		Licensee Information – Series 06, 07 and		(D), (G)	
1. License #:					
2. Current Agent Name:	Last		First		Middle
3. Current Licensee Name:		(Exactly as it appea	rs on the license)		
4. Current Business Name: _					
5. Current Daytime Phone: _				:	
6. Does current licensee inte	end to operate	the business while t	his application is (	pending? 🔲	∕es □No
7. I authorize the transfer of	this license to t	he applicant:	Signature or	Agent or Individu	al controlling person
		NOT	MY		
State of Arizona	}				
County of			_		
On thisDay of Day  Whose identity was proven acknowledged that he or s	to me on the b	∕ Year pasis of satisfactory ∈	ersonally appeared evidence to be the ocument.	(Print I	Name of Document Signer) he or she claims to be and
(Affix Seal Above)		-		Signature of NO	TARY PUBLIC
( )					

SECTION 10 Proximity to Church or School - Questions to be completed by 6, 7, 9, 10 and 12G applicants.

A.R.S.§4-207. (A) and (B) state that no <u>retailer's license</u> shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building.

### The above paragraph DOES NOT apply to:

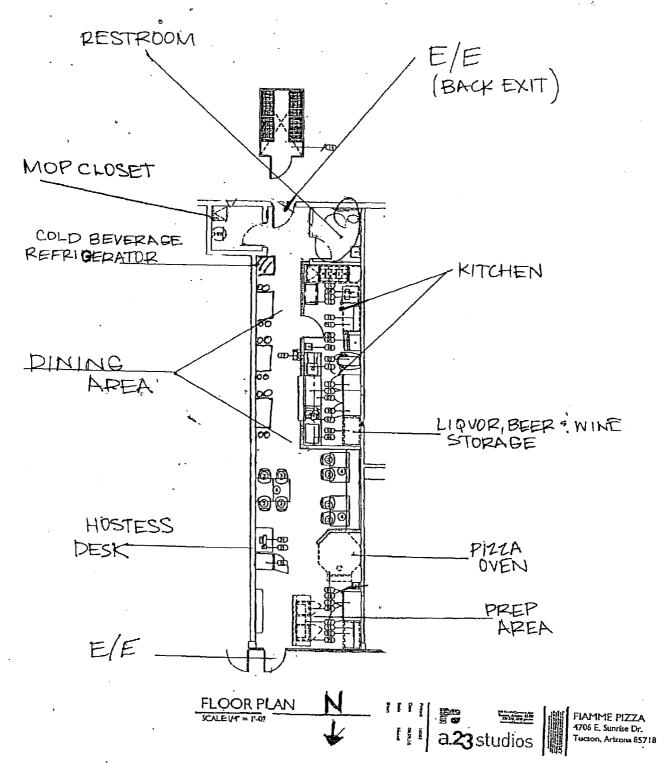
- a) Restaurants that do not sell growlers (A.R.S.§4-205.02) Series 12
- b) Hotel/motel license (A.R.S.§4-205.01) Series 11
- c) Microbrewery (A.R.S.§ 4-205.08) Series 3
- d) Craft Distillery (A.R.S.§4-205.10) Series 18

- e) Government license (A.R.S.§4-205.03) Series 5
- f) Playing area of a golf course (A.R.S.§4-207 (B)(5))
- g) Wholesaler/Distributor Series 4
- h) Farm Winery Series 13
- || Producer Series 1

	-Section 10 contin	nued -					
Distance to nearest School:		Jame of School:					
(If less than one (1) mile note footage)	,	Address:					
2. Distance to nearest Church:		Name of Church:					
(If less than one (1) mile note tootage)	F	Address:		·	**************************************		
<u>SECTION 11</u> Business Financials A.R.S.§4-202(F) 1. I am the:							
<ul> <li>✓ Tenant: a person who holds the lease of a pro</li> <li>✓ Sub-tenant: a person who holds a lease whice</li> <li>✓ Owner</li> <li>✓ Purchaser</li> <li>✓ Management Company</li> </ul>	•	ther person (tenant) fo	r all or part c	if a proper	ly.		
2. If the premises is leased give lessors:	Name: Sunrise	Village Investors, I	LC				
	Address: <u>5055</u> E		Tucson	Arizona			
3. What is the penalty if the lease is not fulfilled	1\$ \$s	treet or Other:	city ALL STATI UNDER AF ECURITY DE	State UTORY R 25 TITLE EPOSIT, 1FO	Zip LEMEDIES 33, LOSS OF OPCIBLE ENTRY		
4. Total money borrowed for the Business not i	ncluding lease? \$	125,000.00	DETAINER	L AND EQ	NITABLE REMEDIES		
Please List Lenders/People you owe money to	for business.						
Last First Middle	Amount Owed	Mailing Address	City	State	Zip		
Business Development Finance Corporation	\$125,00.00	335 N Wilmot Rd #420	Tucson	AZ	85711		
				<del> </del>			
•	Affach additional sheet	**	lb. the stat	a within th	0.0001.0002		
5. Has a license or a transfer license for the property of the	attach explanation		by me side	e wiiiiii iri	e pasi years		
6. Does any spirituous liquor manufacture, who	•		our husiness	:5			
passers	attach explanatio	•	OOI DOMINGS	, ,			
,03,							
SECTION 12 Diagram of Premises  Check ALL boxes that apply to your business:  Walk-up or drive-through windows			r		·		
Patio: Contiguous		Non-Contiguous withi	in 30 feet				
1. Is your licensed premises now closed due to	o construction, rer	novation or redesign c	or rebuild?		;		
Yes No If yes, what is your estimate	d completion date	èś/_					
Please attach a diagram of the premises which consumed, dispensed, possessed or stored. In floor, stage, game room and the kitchen. <b>DO</b> conducted under this liquor license. When conducted under this liquor license.	nclude all entranc NOT INCLUDE par	es, exits, interior walls, king lots, living quarte	bar areas, ers or areas	dining are where bus	eas, dance iness is not		

North. 2/24/2017

# 965 TOTAL SOFT



### -Section 12 continued on next page-

- 2. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed areas such as parking lots, living quarters, etc.
- 3. As stated in A.R.S.§4-207.01 (B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to the service areas or the square footage of the licensed premises, either by increase or decrease.

Applicants Initlals

### RESTAURANTS AND HOTELS/MOTELS ONLY

(IMPORTANT NOTE: A site inspection must be conducted prior to activation of the license. The fee of \$50.00 will be due and payable upon submitting this application.)

- 4a. Provide a detailed drawing of the kitchen and dining areas, including the locations of all kitchen equipment and dining furniture, these are required as part of the diagram. A.R.S.§4-205.02(C)
- 4b. Provide a restaurant operation plan.

SECTION 13 SIGNATURE BLOCK

I, (Signature), hereby declare that I am the Owner/Agent filing this application, I have read this document and verify the content and all statements are true, correct and complete, to the best of my knowledge.
NOTARY
State of Arizona ) County of PIMA )
On this bay Day of KUGUST, 20 17 before me personally appeared Thomas Robert Aguillera (Print Name of Document Signer)
Whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be and acknowledged that he or she signed the above/attached document.
Time M Holly Notary Public - Arizona Pima County My Commission Expires March 31, 2021

# A.R.S.§41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

- B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition,
- D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE—COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.
- E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.
  - F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.



### Arizona Department of Liquor Licenses and Control 800 W Washington 5th Floor Phoenix, AI, 85007-2934 www.azliquor.gov (602) 542-5141

### **RESTAURANT OPERATION PLAN**

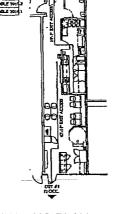
Name of restaurant (Please	print): Fiamme Pizza			
provide the following items:)	apacity of your: (I <u>f you attached a legibl</u>	e copy of your equ	uipment list, only	
Grill	See Attached			
Oven	wood fired pizza a	1en - 1111	G AM Ì	
Freezer	REACH-IN - TRUE			
Refrigerator	REACH-in - TRUE			
Sink 1) PATROWALES 2) 3 comp. File 3) 1H1				
Dish Washing Facilities				
Food Preparation Counter (Dimensions)	1-5/x3/			
Other	MEAT SLION (GILO	180)		
		<del></del>		
Attach a copy of your full m (examples: Breakfast, Lunch	enu <u>i<b>ncluding prices</b></u> , Dinner, and Nonalcoholic beverages).			
List the <b>seating capacity</b> for				
<ul> <li>Restaurant dining are (<u>Do not include patio</u></li> </ul>		<sub>l</sub> 14	1	
b. Bar area of your prer	mises:	<u>ı+ 0</u>		
c. Total dining and bar	seating capacity of your premises:	<sub>I</sub> = 14	1	
What Type of dinnerware a	nd utensils are utilized within your restaur  Disposable  Bo			
	a bar area that is distinct and separate f		-2 TVEC [7] No	

EQU	PME	NT FINISH SCHEDULE				
TEL HO	CTY.	ETLAPHENT CATEGORES	HUMPACTURER	MODEL MUNISER	SUTTLES	EQUIPMENT REMARKS
	1	WOOD HAILED OVEN	MUCAM .	HUPA .	KEL	
	3	PRIEP TABLE	PATRIOTYMAES	PDIATIONE H	KEL	
	1_	MODEL	MECHOSAE	TURKU	CIMMEN	THE VOLT, & PHASE PLUS
	12	RES WACHERS MICH MICE DIN	KECHATIC	HERUSAFA	KE3	
		WATER PATER	SUPPERA	F-CIP10	E.S.K	T
	1	ESPRESSO MACHINE	AMEASO STEEL	SUBFITBIR!	OWNER	
	1,	WEAT SLICEN	CLORE	EZZ	A.E.S	
	13	UNDERCOUNTER REFRIGERATOR	TRUE	TUCHHE	KES.	FOODE 2 SHEET
	1	(XSINWA SHER	AMERICAN DISH	EINJA	NEL	
,	11	REACH H REPRICE PATOR	TRUE	7-41	KEL	2 DOOR & SHELVES
	11	DESH SORTENS YABLE	PATRICINAPIES	COT-IN	KEL	
1	1	DOILED DESH TABLE	PATRICTIMARES	UNIVERSE NAME OF THE PARTY NAM	KES	
	1	PRIEP SINK	PATRICTMARIES	10037-10-6	KE2	
	1	DRY STOMAGE		-	CHANNE	
	1	WALL SHELF	PAIRIDIVARES	MACROS-12738	LES	
	Ti	3 COMPARTMENT SHOE	BUNAY	14-3C POX 24-2-164	XES	
4	11	AUTCET - 3 COMPARTMENT SEN	KITCHAN METAL	#241B3	KES.	
	11	B) WALL FLATIENCE	ARRONA RESTAURANT RUPPLY	-	I K.E.B.	STANGERS WOULD MARKEN SKITALLED
_	1	HAND SHAK	PATRICIPHARES	UPASE-H	XZ3	
	1	REACHIN REFRICERATOR	TRUE	1-21	KEA	2 DOOR, # SHIRLYES
	1	LAIDERC GUNTER REPRICERATION	TRUE	TUC-77-HG	KER	1 DOOR, 7 SHG, YG2
	1	FREEZER	TRUE	7-325	KES	1 POOR, 3 SHELVES
_	Ţ	TABLE TOP REPRESENTED	ARCTIC AIR	ACP14	OWNER	
	1	POS NONGTOR	_	1	OWNER	
	11	POS MONTOR WECASH DRAWER	-	_	Owner	1-
	11	POS PROCIEN	-	1-	OWNER	1-
, _	1	REACH IN REPRICERATOR	EVERSET REPRICERATION	escu	RES	I DOOR, ELASS FRONT

DLOC/LYACE	WEN.	DEC. FACTOR	KICE,	ADA 36/	THE WOOTENED	OF REAT	32 PROMO	LE & EXIT AL	D. ED PROVIDE
Day NAME	361 SE	JOF DHARD	12	4	P	-	T	1	
MICHEN	14 1	M210 GROSS	1	HER	7	1	7	1	l l
PREP AREA	134 15	SECURE CHESS	1	700	7	7	777	h	7
TOTAL			14	$\overline{}$		1.7	12	1	1,

EQUIPMENT / ACCESSORIES SCHEDULE SEATING CALCULATIONS						
DESCRIPTION	COUNT	MFO. AND MODEL NO.				
(1) FOUR FOR TABLES (SPEND)	3	PLICALINED BY DYAKER'S YENDOR				
(1) CHAN	•	PURMISHED BY CYMNER'S VENDOR				

SEATING CALCULATIONS				
DINING	TABLE	1st. FLOOR	TOTAL	
DAS	HO		•	
4		•	-	
			•	
4 JOHN DAYS	1	12	18	
		•		
-	•			
DINES FOIAL				
PATRO		·		
jaa.	MG		•	
MAX .	•		•	
MA	•	•		
Ma		-	1	
NA			•	
TOTAL	Τ-		12	



EXITING PLAN



EQUIPMENT, SEATING AND EXITING PLAN



One 42" I	Flat Screen Television			
	ve live entertainment or a at type and how often (exa		☑ No k, Karaoke-2 x a month, Live	Band-1 x a month,
Use space		nployees for each	position to fully staff your busing	ness.
	Cooks	mon	4	
	Bartenders		0	
	Hostesses		1	
	Managers		1	
	Servers		3	
	Other (	}	0	
	Other (	}	0	
	Other (	}	0	
(Print full re read this			declare that I am the APPLIC	
te of <u>AZ</u> 1	County of	NOTARY		
	instrument was achieved	land to design the the M Holly	is b day of AUGU	ST 2017

'17 AUG 17 Lig. Lic. AM10:34



### Arizona Department of Liquor Licenses and Control 800 W Washington 5th Floor Phoenix, AZ 85007-2934 www.azliquor.gov (802) 542-5141

RECORDS REQUIRED FOR AUDIT

Applies to Series 11 (Hotel/Motel W/Restaurant) & Series 12 (Restaurant) Only

### MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH YOUR DLLC RECORDS

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine compliance with A.R.S. § 4-205.02(G). Such documents requested may include however, are not limited to:

- 1. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
- 2. A list of all food and liquor vendors
- 3. The restaurant menu used during the audit period
- 4. A price list for alcoholic beverages during the audit period
- 5. Mark-up figures on food and alcoholic products during the audit period
- 6. A recent, accurate inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
- 7. Monthly Inventory Figures beginning and ending figures for food and liquor
- 8. Chart of accounts (copy)
- 9. Financial Statements-Income Statements-Balance Sheets
- 10. General Ledger
  - A. Sales Journals/Monthly Sales Schedules
    - 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
    - 2) Daily Cash Register Tapes Journal Tapes and Z-tapes
    - 3) Dated Guest Checks
    - 4) Coupons/Specials/Discounts
    - 5) Any other evidence to support income from food and liquor sales
  - B. Cash Receipts/Disbursement Journals
    - 1) Daily Bank Deposit Slips
    - 2) Bank Statements and canceled checks

### 11. Tax Records

- A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
- B. Income Tax Return city, state and federal (copies)
- C. Any supporting books, records, schedules or documents used in preparation of tax returns

### 12. Payroll Records

- A. Copies of all reports required by the State and Federal Government
- B. Employee Log (A.R.S. §4-119)
- C. Employee time cards (actual document used to sign in and out each work day)
- D. Payroll records for all employees showing hours worked each week and hourly wages

- 13. Off-site Catering Records (must be complete and separate from restaurant records)
  - A. All documents which support the income derived from the sale of food off the license premises.
  - B. All documents which support purchases made for food to be sold off the licensed premises.
  - C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

## REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).

### A.R.S. §4-210(A)7

The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

### A.R.S. §4-205.02(G)

For the purpose of this section:

1. "Restaurant" means an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food 2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises, regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

NOTARY					
I, (Print Full Name) THOMAS ROBERT AGUILERA have read and understand all aspects of this statement					
X (Signature) Controlling Person / Agent	State of AZIZONA County of PIMA the foregoing instrument was acknowledged before me this				
My commission expires on:  Tina M Holly  Notary Public - Arizona  Pima County  My Commission Expires  March 31, 2021	Day of AUGUST 2017  Day Month Year  Signature of NOTARY PUBLIC				

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE