

Pima County Clerk of the Board

Julie Castañeda

Melissa Manriquez Deputy Clerk Administration Division 130 W. Congress, 5th Floor Tucson, AZ 85701 Phone: (520)724-8449 • Fax: (520)222-0448 Management of Information & Records Division 1640 East Benson Highway Tucson, Arizona 85714 Phone: (520) 351-8454 • Fax: (520) 791-6666

August 28, 2018

Andrea Dahlman Lewkowitz The Hacienda at the Canyon 2600 N. Central Avenue, Suite 1775 Phoenix, AZ 85004

RE: Arizona Liquor License No.: Job No. 25678 d.b.a. The Hacienda at the Canyon

Dear Ms. Lewkowitz:

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 July 25, 2018. The Hearing before the Pima County Board of Supervisors has been scheduled for Tuesday, September 18, 2018, 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

		2 800 W Phoe W	ent of Liquor Licenses o Washington 5th Floor enix, AZ 85007-2934 ww.azliquor.gov (602) 542-5141	and Control	RAZY BRIGG R (F BI)
		AFF	IDAVIT OF POSTING		
Date of Posting: _	8/8	/18	Date of Posting Re	moval:	8/27/18
Applicant's Name		acienda at the Canyo owitz	n Andrea First		Dahlman ^{Middle}
Business Address:	3900 N. Street	Sabino Canyon Roa	d 2L	Tucson ^{City}	85750 ^{Zip}
License #: Job N	lo. 2567	8			

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.

Print Name of City/County Official

RUCESS

Title

3 6000

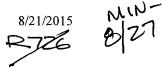
Phone Number

18

Date Signed

Signature

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.







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TO:Development Services, Zoning DivisionFROM:Alina BárcenasAdministrative Support Specialist Senior

DATE: 7/26/2018

RE: Zoning Report - Application for Liquor License

Attached is the application of:

Andrea Dahlman Lewkowitz d.b.a. The Hacienda at the Canyon 3900 N. Sabino Canyon Road 2L Tucson, AZ 85750

Arizona Liquor License No. <u>Job No. 25678</u> Series <u>12, Restaurant</u> New License <u>X</u> Person Transfer Location Transfer

ZONING REPORT

DATE: 226/18

JUL 2618940347 FC OLK (FF FD) AFR

Will current zoning regulations permit the issuance of the license at this location?

Yes

No 🗌

If No, please explain:

Pime County Soning Inspector

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

	18-15-9	329 ENT	ANDREA D LEWKOWITZ
			DLLC USE ONLY
	'18 JUL 13 Lig		License #
	Arizona Department of Liquor		Date Accepted:
	800 W Washington Phoenix, AZ 850		Dule Accepted.
	www.azliquor		CSR:
CONTRACTOR	(602) 542-51		
	Application for Liqu Type or Print with		
	TION FEE AND INTERIM PERMIT FEES (IF		
	<u>vice fee of \$25 will be charged for all dis</u>		<u>52)</u>
SECTION 1 Type of License	•	<u>SECTION 2</u> Type o	or Ownership
Interim Permit		Individual	de la companya de la comp
		Partnership	
Person Transfer (series 6,	7 and 9)		
Location Transfer (series	•	Limited Liability	
	t/ Divorce Decree (No Fees)	Club	i santi Isanti
Seasonal -		Government	
		Trust	
		Tribe	
		Other (Explain)	
ECTION 3 Type of Privilege	Add Sampling Privilege for Senes S A.R.S.§4-206.01 (G), (H), (I) & (L) Add Growler privileges (restaurant A.R.S.§4-207 (A) & (B)		
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	Phoenix, A www.az	quor Licenses and (ngton 5th Floor 2 85007-2934 liquor.gov 142-5141	Control	Tob# 25 Date Accepted: 7.13 CSR: (A	18
		r Liquor License with Black Ink			
	ON FEE AND INTERIM PERMIT I				
SECTION 1 Type of License		SECT		of Ownership	
XNew License Person Transfer (series 6, 7			urtnership prporation nited Liability	(Co	
	/ Divorce Decree (No Fees)		ub overnment		
	A.R.S.§4-206.01 (G), (H), (I) & Add Growler privileges (rest A.R.S.§4-207 (A) & (B)	(L) aurant, series 12, license			
SECTION 4 Applicants 1. Agent's Name:	LEWKOWITZ	ANDRI	EA	DA	HLMAN
2. Individual/Owner Name:	Last WATERMARK RE	First FIREMENT COMMUN	NITIES, INC.	Â	\lddle
3. Business Name (Doing Busine			N		
4. Business Location Address:	3900 N SABINO CANYON RE	2L TUCSON	AZ	85750	PIMA
(DO NOT USE PO BOX)			State	Zip Code	County
(Do not use PO Box) 5. Mailing Address: 2600 N CE (All correspondence will be molled to this (Do not use PO Box) (520)	Street NTRAL AVE STE 1775 address) Street	City PHOENIX City	State AZ State	Zip Code 85004 Zip Code 602) 200-7222	County
5. Mailing Address: 2600 N CE (All correspondence will be mailed to the 6. Business Phone: (520)	Street NTRAL AVE STE 1775 a oddress) Street 297-9800 D	chy PHOENIX	AZ State	85004	County
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page 1 of 6 Individuals requiring ADA accommodations please call (602)542-2999

SECTION 5 Interim Permit

If you intend to operate business while the application is pending, you will need an interim permit pursuant to A.R.S.§4-203.01. For approval of an interim permit:

- There must be a valid license of the same series issued to the current location you are applying for. OR
- A Hotel/Motel license is being replaced with a restaurant license pursuant to A.R.S.§4-203.01 (A)
- 1. Enter license number currently at the location:
- 2. Is the license currently in use? 🗋 Kes 🗌 No

If no, how long has it been out of use? _____

<u> </u>	IOTARY
l (Print Full Name) Controlling Person on the stated license and location.	hereby declare that I am the Agent, Current Owner, or
Signature:	State of County of The loregoing instrument was acknowledged before me this
My Commission Expires on: Date	Day of Year
	Signature of Notary

SECTION 6 Background Check

EACH PERSON LISTED MUST SUBMIT A QUESTIONNAIRE, FINGERPRINT CARD, AND \$22 PROCESSING FEE PER CARD. 1. If the applicant is an entity, and not an individual, answer questions 1a-b.

- a) Date Incorporated/Organized: 10/08/1987 State where Incorporated/Organized: ARIZONA
- b) AZ Corporation or AZ L.L.C. File No: ____05180840 ____ Date authorized to do business in AZ: ____10/13/1987

2. List any individual or entity that owns a beneficial interest of 10% or more and/or controls the applicant or licensee. If the applicant is owned by another entity, attach an organizational chart showing the ownership structure. Attach additional sheets as needed. Disclose all controlling persons and members, shareholders or general partners who own a beneficial interest of 10% or more of the applicant or licensee.

Last	First	Middle	- Title	%Owned	Mailing Address	City	State	Zlp
FRESHWATER	DAVID	JOH N	CHMN/VP/DIR		2020 W RUDASIL	RD, TUCSO	N, AZ 85704	
BARNES	DAVID	NOBLE	PRES/DIR		2020 W RUDASII	RD, TUCSC)N, ÁZ 85704	
FRESHWATER	DAVID	JOHN	SHAREHOLDER	50%	2020 W RUDASII	RD, TUCSO	N, AZ 85704	
BARNES	DAVID	NOBLE	SHAREHOLDER	50%	2020 W RUDASI	. RD, TUCSC	N, AZ 85704	
			(Attach addition	al sheet if ne	cessary)			

<u>SECTION 7</u> Probate, Receiver, Bankruptcy Trustee, Assignment, or Divorce Decree of an existing liquor license A.R.S.§4-204 EACH PERSON LISTED MUST SUBMIT A QUESTIONNAIRE, FINGERPRINT CARD, AND \$22 PROCESSING FEE PER CARD.

1. Current Licensee's Name:			
(Exactly as it appears on the license)	Last	First	Middle
2.Assignee's Name:			
u	Last	First	Middle
3.License Number:			

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

SECTION 8 Government (for Cities, Towns or Counties only)

. Government Entity			•			
. Person/Designae: _						
	Last	First		Middle	Daytime Conto	ict Phone
		· · · · ·				
ECTION 9 Person to Pe 3ar and Liquor Stores c						
		-				
. License #:	<u> </u>					
. Individual Owner/Ag						
. Individual Owner/Ag		 1st	First		Midd	e
. Ownership Name:	\backslash					
		(Exactly as it appears on	the Icense)			•
. Current Business Nan	001	\mathbf{X}				
	ne	(Exactly as it appears on	the license)	<u></u>		
. Business Location Ad	dress:	\backslash	· · · ·			
	Street		City	State	County	Σip
Current Davtime Pho	one:	Primary Er	nail Address			
		he business while this ${\mathfrak d}$	Khiconon is bei			
		ie pusiness while this a				ıpplican
						ıpplican
						ıpplican
						ıpplicar
. l, (Signature):		NOTARY	duthorize the	transfer of thi	is license to the c	
I, (Signature):		<u>NOTARY</u> h	duthorize the	transfer of thi	is license to the c	
. l, (Signature): l (Print Full Name) Or Controlling Perso	n on the stated licens	NOTARY h e and location.	duthorize the ereby declare the	transfer of thi	is license to the c ndividual Agent,	
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. l, (Signature): l (Print Full Name) Or Controlling Perso Signature:	n on the stated licens	NOTARY e and location. State c It	duthorize the ereby declare the of the foregoing instrum	transfer of thi	is license to the c ndividual Agent, f owledged before n	Owner,
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. l, (Signature): l (Print Full Name) Or Controlling Perso Signature:	in on the stated licens	NOTARY e and location. State c It	duthorize the ereby declare the of Da	transfer of thi net I am the Ir County of ment was acknow	is license to the c ndividual Agent, I owledged before n	Owner, ne this
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. I, (Signature): I (Frint Full Name) Or Controlling Perso Signature: My Commission Expi ECTION 10 Location Tr	in on the stated licens ires on: Date	NOTARY e and location. State c State c State c	duthorize the ereby declare the of Da fe foregoing instrum Da	transfer of thi net I am the Ir County of ment was acknown y ofMonth Signature of No	is license to the c ndividual Agent, f owledged before n	Owner, ne this
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I (Filmt Full Name) Or Controlling Perso Signature: My Commission Expl ECTION 10 Location Tr Bar and Liquor Stores of	ires on: Date ransfer- Current Licens only - Series 06, 07, an	NOTARY e and location. State o th see Information ARS§4 Id 09)	duthorize the ereby declare the of Da be foregoing instrum Da Da Da	transfer of thi net I am the Ir County of nent was acknown y ofMonth Signature of No	is license to the c ndividual Agent, I owledged before n Yes	Owner, ne this
I (Filmt Full Name) Or Controlling Perso Signature: My Commission Expl ECTION 10 Location Tr Bar and Liquor Stores of	ires on: Date ransfer- Current Licens only - Series 06, 07, an	NOTARY e and location. State c State c State c	duthorize the ereby declare the of Da be foregoing instrum Da Da Da	transfer of thi net I am the Ir County of nent was acknown y ofMonth Signature of No	is license to the c ndividual Agent, I owledged before n Yes	Owner, ne this
I (Frint Full Name) Or Controlling Perso Signature: My Commission Expl	in on the stated license ires on: Date ransfer- Current Licens only - Series 06, 07, an Name:	NOTARYh e and locationState c It see Information ARS§4 Id 09)	duthorize the ereby declare the of Da Da Da Da Da	transfer of thi net I am the Ir County of ment was acknown y of Signature of No	is license to the c ndividual Agent, I owledged before n Yes	Owner, ne this
I (Fint Full Name) Or Controlling Perso Signature: My Commission Expl ECTION 10 Location Tr Bar and Liquor Stores o	in on the stated license ires on: Date ransfer- Current Licens only - Series 06, 07, an Name:	NOTARYh e and locationState c It see Information ARS§4 Id 09)	duthorize the ereby declare the of Da be foregoing instrum Da Da Da	transfer of thi net I am the Ir County of ment was acknown y of Signature of No	is license to the c ndividual Agent, I owledged before n Yes	Owner, ne this

1/11/2018

page 3 of 6 Individuals requiring ADA accommodations please call (602)542-2999

Address:





SECTION 11 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 retailer's license 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 app a) Restaurants that do not sell growlers (A.R.S. b) Hotel/motel license (A.R.S.§4-205.01) Series c) Microbrewery (A.R.S.§4-205.08) Series 03 d) Craft Distillery (A.R.S.§4-205.10) Series 18	4-205.02) Series 12	e) Government license (A.R.S.§4-205.03) Series 05 f) Playing area of a golf course (A.R.S.§4-207 (B) (5)} g) Wholesaler/Distributor Series 04 h) Farm Winery Series 13 I) Producer Series 01
1. Distance to nearest School:	N/A - SERIES 12	Name of School: Address:
2. Distance to nearest Church: (Il less than one (1) mile, note footage)	N/A - SERIES 12	Address:

SECTION 12 Business Financials A.R.S.§4-202(F)

. _ _ _ _ _ _ _

Sub-tenant: a person who holds a lease Owner Purchaser Management Company **MANAGEM	-		for all or pa	t of a prope	erty.
2. If the premises is leased give lessors:	Name:				
	Address:	itreet	City	State	Zip
3, What is the penalty if the lease is not fu	Jfilled? \$	or Othe	r		
4. Total-money borrowed for the Business					
4. Total-money borrowed for the Business Please List Lenders/People you owe mon	, not including lease?				
	, not including lease? (ey to for business.				Zip
Please List Lenders/People you owe mon	, not including lease? (ey to for business.	50.00	.	L	
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Please List Lenders/People you owe mon Last Hist Middle	, not including lease? bey to for business. <u>Amount Owed</u> (Attach additional sheet	Mailing Address	City	<u>State</u>	<u>Zip</u>
Please List Lenders/People you owe mon	, not including lease? bey to for business. <u>Amount Owed</u> (Attach additional sheet	Mailing Address	City	<u>State</u>	<u>Zip</u>

If yes, attach explanation,

SECTION 13 Diagram of Premises

Check ALL boxes that apply to your business:

- Walk-up or drive-through windows
- X Patio: Contiguous

Patio: Non-Contiguous within 30 feet

1. Is your licensed premises now closed due to construction, renovation or redesign or rebuild?

X Yes No If yes, what is your estimated completion date? 09 / 01 / 2018

2. What type of business will this license be used for? (be Specific) ______ RESTAURANT_____

3. Please attach a diagram of the premises which clearly shows only the areas where spirituous liquor will be sold, served, consumed, dispensed, possessed or stored. Include entrances, exits, interior walls, bar areas, dining areas, dance floor, stage, game room and kitchen.

DO NOT INCLUDE

Parking lots, living quarters or areas where business is not conducted under this liquor license. Please identify which orientation is North on the diagram.

4. 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.

ATTACH DIAGRAM

IMPORTANT NOTE: As stated in A.R.S.§4-207.01 (B), it is the licensee's 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.

RESTAURANTS AND HOTELS/MOTELS ONLY

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

5a. Provide a detailed drawing of the kitchen and dining areas, including the locations of all kitchen equipment and dining fumiture. These are required as part of the diagram. A.R.S.§4-205.02(C)

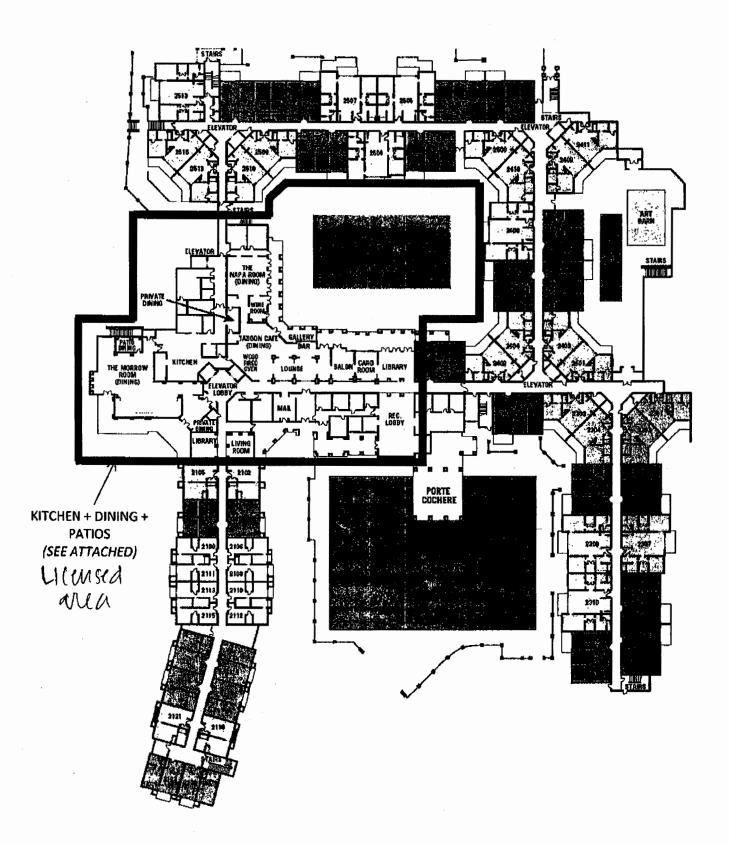
5b. Provide a restaurant operation plan.



'18 JUL 13 Lig. Lic. #10:44

THE HACIENDA AT THE CANYON

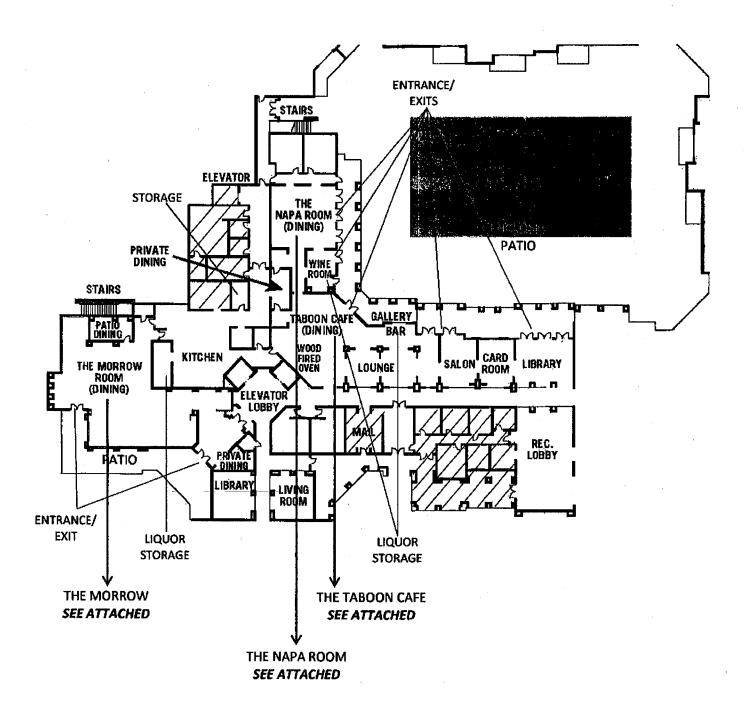
3900 N SABINO CANYON RD 2L TUCSON, AZ 85750 LICENSED PREMISES – 24,500 SF





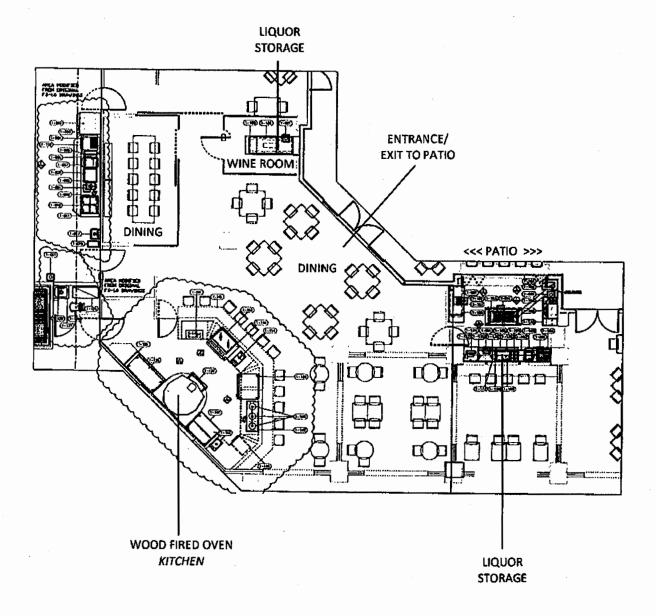
'18 JUL 13 Lig. Lic. #1044

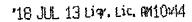
<u>THE HACIENDA AT THE CANYON</u> 3900 N SABINO CANYON RD 2L TUCSON, AZ 85750

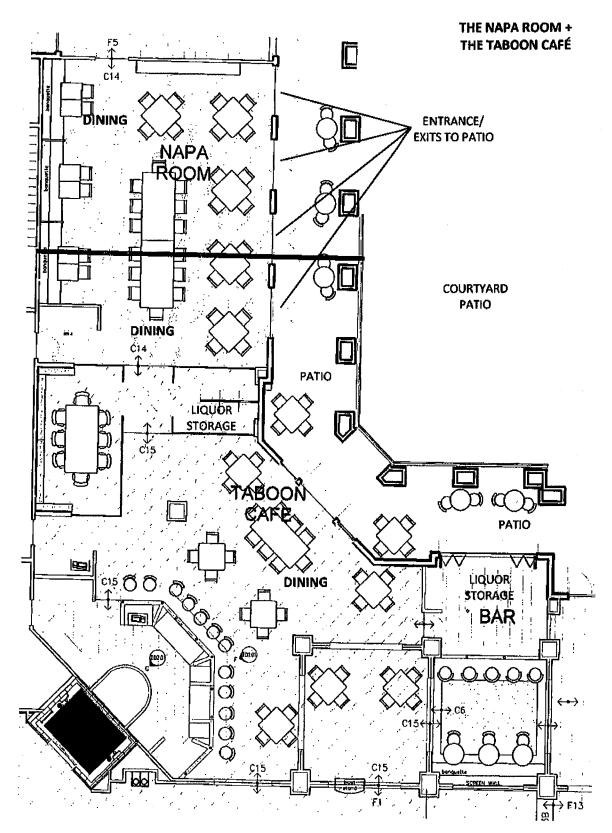


'18 JUL 13 Lig. Lic, #10:44

THE TABOON CAFÉ





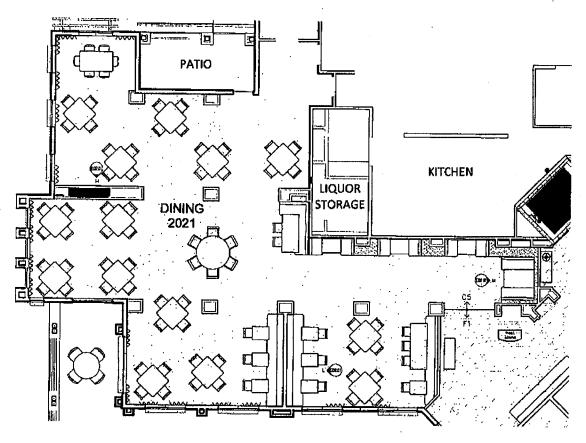


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18 JUL 13 Lig. Lic. #10:44

THE MORROW ROOM



<<< PATIO >>>

SECTION 14 SIGNATURE BLOCK

NOTARY

I (Print Full Name)ANDREA DAHLMAN LEWKOWITZ hereby declare that I am the Individual Agent, Owner,
Or Controlling Person on the stated license and location.
Signature: State of County of MARICOPA The foregoing instrument was acknowledged before me this
My Commission Expires on: N2-1/2-102
Dalery Lawrolf Day Month Year
Notary Public - Articola Maricoge County By County T2, 2021 Pebruary 12, 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.



*18 JUL 13 Ligr. Lic. #110:45 Arizona Department of Liquor Licenses and Control 800 W Washington 5th Floor Phoenix, AZ, 85007-2934 www.azliquor.gov (602) 542-5141

RESTAURANT OPERATION PLAN

5678 S DLLC USE ONLY LICENSE #

- The Hacienda at the Canyon 1. Name of restaurant (Please print): ____
- 2. List by Make, Model, and Capacity of your: (If you attached a legible copy of your equipment list, only provide the following items:)

Grill	Vulcan #924RX, 24 inch, 54,000 BTUs
Oven	Two (2) Vulcan #VC44GD, 2 deck, shelf, 100,000 BTUs/hour each deck
Freezer	Walk-in, Thermokool # custom, 42 sqft
Refrigerator	Walk-in, Thermokool ≉ custom, 68 sqft
Sink	Advance Tabco #94-83-60-24RL, 3-compartment, Overall 35 inch F/B x 115'L/R
Dish Washing Facilities	Champion Industries #44 DR, high temp, conveyor system, 208 racks per hour
Food Preparation Counter (Dimensions)	Two (2) Advance Tabco #KSS-304, 30" x 48" with 5' Splash
Other	

3. Attach a copy of your full menu Including prices (examples: Breakfast, Lunch, Dinner, and Nonalcoholic beverages).

4, List the seating capacity for:

a.	Restaurant dining area of your premises: (<u>Do not include patio seating</u>)	I	236] -
b.	Bar area of your premises:	[+	20]
c.	Total dining and bar seating capacity of your premises:	[=·	256	1

- c. Total dining and bar seating capacity of your premises:
- 5. What Type of dinnerware and utensils are utilized within your restaurant? **X** Reusable Disposable Both
- Does your restaurant have a bar area that is distinct and separate from the dining area? 🖾 YES 🗔 No 6. (If yes, what percentage of the public floor space does this area cover?) 5 %
- 7. What percentage of your public premises is used primarily for restaurant dining? (Do not include kitchen, bar, hi-top tables, or game area.) 85 %



Does your restaurant contain any <u>games, televisions, or any other entertainment</u>? X YES (**II ves, specify what types and how many** (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.) 8. No No

4 - Televisions	
Do you have live entertainment or dana (<u>If ves. what type and how often</u> (examp etc.)	cing? 🔲 YES 🛛 No le: DJ-2 x a week, Karaoke-2 x a month, Llve Band-1 x a month

10. Use space below to list how many employees for each position to fully staff your business.

Position		How many	
Cooks		10	
Bartenders		3	
Hostesses	•	3	
Managers		4	
Servers		18	
Other (Dishwashers) .	5	
Other ()		
Other ()		

I,Andrea Dahlman Lewkowitz (Print full name) I have read this application and the contents and X Visignature of APPLICANT)	•	hat I am the APPLICANT file, correct and complete.	ing this applicatior
State of ARIZONA County of MARI	NOTARY COPA		
The foregoing instrument was acknowledged bef	ore me this <u>IA</u>	day of UUU	2018 Year
My Commission Expires on: M-Q-2011 Motery Fubic - Articone Motery Fubic - Articone Marticipa County My Commission Expires		AMUH Church Signature of Notary Public)
8/11/2015 February 12, 2021	age 2 of 2		

8/11/2015

9.

Individuals requiring ADA accommodations call (602) 542-9027.



Arizona Department of Liquor Licenses and 3 JUL 13 Liq. Lic. 0110:45 Control 800 W Washington 5th Floor Phoenix, AZ 85007-2934 www.azliquor.gov (602) 542-5141

RECORDS REQUIRED FOR AUDIT Applies to Series 11 (Hotel/Mote) 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					
J, (Print Full Nome) Andrea Dahlman Lewkowitz					
X (Signature) Controlling Person / Agent	State of <u>Arizona</u> County of <u>Maricopa</u> the foregoing instrument was acknowledged before me this				
	Day of <u>Villy</u> 2018 Day Month Year				
My commission expires on: 02/12/2021 Merces County Merces County My Commission Expires February 12, 2021	AMUH & HUOD				

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