



CITIZEN
ACCOUNTING SERVICES

1 July 2016

STATEMENT OF SERVICE

Jane Smith has been employed full-time as owner and manager of Sunsets Restaurant from January 2010 to the present time, working 40 hours per week. Jane's duties include:

- developing menus in consultation with chefs
- planning and organising functions
- organising the purchase and price of goods according to budget
- recording stock levels and financial transactions
- ensuring dining facilities comply with health regulations
- choosing, training and managing wait and kitchen staff

I have been of service to Jane and Sunsets Restaurant from January 2010 to the present time.

Yours sincerely

F. Citizen

Fred Citizen
Accountant

Citizen Accounting Services

PO Box 1331 Milton Qld 4064 Phone: 1300 467 822