

TOWN OF SAN ANSELMO

JUNE 30, 1981

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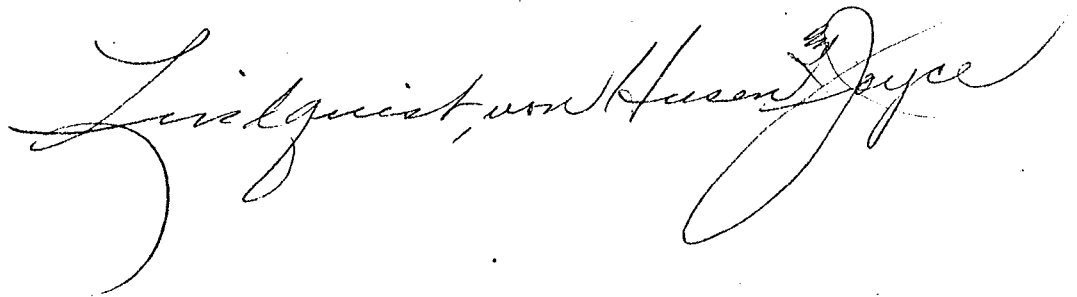
CERTIFIED PUBLIC ACCOUNTANTS

120 MONTGOMERY STREET
SAN FRANCISCO, CALIFORNIA 94104
415-433-0200

The Honorable Councilmembers of
the Town of San Anselmo

We have examined the balance sheets of the several funds of the Town of San Anselmo as of June 30, 1981 and the related statements of revenues, of expenditures and of changes in fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the aforementioned statements present fairly the financial position of the several funds of the Town of San Anselmo at June 30, 1981 and the results of its operations and changes in fund balances for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

A large, stylized handwritten signature in cursive script that reads "Lindquist, von Husen and Joyce". The signature is written in black ink and is positioned in the lower right quadrant of the page.

October 2, 1981

TOWN OF SAN ANSELMO
BALANCE SHEET - ALL FUNDS

JUNE 30, 1981

	<u>Total</u>	<u>General Fund</u>	<u>Gas Tax Fund</u>	<u>Federal Revenue Sharing Fund</u>	<u>Equipment Replacement Fund</u>	<u>Self Insurance Fund</u>	<u>Capital Improvement Fund</u>	<u>Building Renovation Fund</u>	<u>Traffic Service Fund</u>	<u>Salary Augmentation Fund</u>	<u>General Fixed Assets</u>
ASSETS:											
Cash	\$ 797,410	\$ 350,950	\$ 64,008	\$ 107,345	\$ 11,536	\$ 84,445	\$ 53,599	\$ 10,027	\$ 29,000	\$ 86,500	
Accrued revenue	169,380	143,826	4,603	20,951							
Accounts receivable	2,633	2,633									
Project assessment receivable - Laurel Avenue	18,670	18,670									
General fixed assets	<u>3,777,249</u>										<u>\$3,777,249</u>
TOTAL	<u>\$4,765,342</u>	<u>\$ 516,079</u>	<u>\$ 68,611</u>	<u>\$ 128,296</u>	<u>\$ 11,536</u>	<u>\$ 84,445</u>	<u>\$ 53,599</u>	<u>\$ 10,027</u>	<u>\$ 29,000</u>	<u>\$ 86,500</u>	<u>\$3,777,249</u>
LIABILITIES, RESERVES AND FUND BALANCES:											
Accounts payable	\$ 54,415	\$ 54,415									
Retirement and payroll taxes	3,636	3,636									
Reserve for encumbrances - 1978 - 1979	2,800	2,800									
Reserve for encumbrances - 1979 - 1980	4,922	4,922									
Reserve for encumbrances - 1980 - 1981	41,120	41,120									
Deposit trust funds	8,734	8,734									
Reserve for receivables	2,633	2,633									
Reserve for imprest funds	429	429									
Investment in fixed assets	3,777,249										
Fund balances	<u>869,404</u>	<u>397,390</u>	<u>\$ 68,611</u>	<u>\$ 128,296</u>	<u>\$ 11,536</u>	<u>\$ 84,445</u>	<u>\$ 53,599</u>	<u>\$ 10,027</u>	<u>\$ 29,000</u>	<u>\$ 86,500</u>	<u>\$3,777,249</u>
TOTAL	<u>\$4,765,342</u>	<u>\$ 516,079</u>	<u>\$ 68,611</u>	<u>\$ 128,296</u>	<u>\$ 11,536</u>	<u>\$ 84,445</u>	<u>\$ 53,599</u>	<u>\$ 10,027</u>	<u>\$ 29,000</u>	<u>\$ 86,500</u>	<u>\$3,777,249</u>

The accompanying notes are an integral part of these financial statements.

EXHIBIT A

TOWN OF SAN ANSELMO

STATEMENT OF CHANGES IN FUND BALANCE

YEAR ENDED JUNE 30, 1981

	<u>Total</u>	<u>General Fund</u>	<u>Gas Tax Fund</u>	<u>Federal Revenue Sharing Fund</u>	<u>Federal Antirecession Assistance Fund</u>	<u>Equipment Replacement Fund</u>	<u>Self Insurance Fund</u>	<u>Capital Improvement Fund</u>	<u>Building Renovation Fund</u>	<u>Traffic Service Fund</u>	<u>Salary Augmentation Fund</u>
BALANCES, July 1, 1980	\$ 745,627	\$ 438,178	\$ 120,922	\$ 108,694	\$ 1,064		\$ 49,809	\$ 25,000	\$ 1,960		
REVENUE (Note 1):											
Taxes	1,568,048	1,568,048									
Licenses and permits	114,810	114,810									
Fines, forfeitures and penalties	159,094	159,094									
Revenue from use of money and property	137,309	89,497	13,444	18,512		\$ 1,737	\$ 8,752	\$ 5,367			
Revenue from other agencies	763,006	562,344	115,274	85,388							
Charges for current services	372,293	372,293									
Other revenue	65,880	65,880									
TOTAL REVENUE	3,180,440	2,931,966	128,718	103,900		1,737	8,752	5,367			
Fund transfers - net		103,151	(181,029)	(84,298)	(1,064)	16,441		23,232	8,067	\$ 29,000	\$ 86,500
Reserve for self insurance:											
Transfer to Self-insurance fund		(30,000)					30,000				
Reserve for contingencies:											
From general fund	(104,720)	(104,720)									
Appropriated for expenditure	83,168	83,168									
To general fund	21,552	21,552									
TOTAL AVAILABLE	3,926,067	3,443,295	68,611	128,296		18,178	88,561	53,599	10,027	29,000	86,500
EXPENDITURES AND ENCUMBRANCES:											
General government	539,605	539,128					477				
Public safety	1,583,346	1,579,707					3,639				
Public works	416,863	410,221				6,642					
Planning	27,621	27,621									
Library	138,648	138,648									
Parks and recreation	350,580	350,580									
	3,056,663	3,045,905				6,624	4,116				
BALANCES, JUNE 30, 1981	\$ 869,404	\$ 397,390	\$ 68,611	\$ 128,296		\$ 11,536	\$ 84,445	\$ 53,599	\$ 10,027	\$ 29,000	\$ 86,500

The accompanying notes are an integral part of these financial statements.

EXHIBIT B

TOWN OF SAN ANSELMO

STATEMENT OF REVENUE - ESTIMATED AND ACTUAL

YEAR ENDED JUNE 30, 1981

	<u>Estimated</u>	<u>Actual</u>	<u>Over (Under) Estimated</u>
TAXES:			
Property taxes:			
Current	\$ 826,000	\$ 920,317	\$ 94,317
Prior years	42,000	55,692	13,692
Sales and use taxes	538,000	500,848	(37,152)
Franchises	68,250	69,695	1,445
Transfer tax	15,000	21,496	6,496
	<u>1,489,250</u>	<u>1,568,048</u>	<u>78,798</u>
LICENSES AND PERMITS:			
Business licenses	67,000	63,778	(3,222)
Parking permits	1,650	1,141	(509)
Construction permits	48,000	49,891	1,891
	<u>116,650</u>	<u>114,810</u>	<u>(1,840)</u>
FINES, FORFEITURES AND PENALTIES:			
Vehicle code fines	77,000	111,858	34,858
Other court fines	40,000	47,236	7,236
	<u>117,000</u>	<u>159,094</u>	<u>42,094</u>
USE OF MONEY AND PROPERTY:			
Interest	60,000	92,949	32,949
Rental	45,500	44,360	(1,140)
	<u>105,500</u>	<u>137,309</u>	<u>31,809</u>
OTHER AGENCIES:			
State surplus	23,000	20,131	(2,869)
Cigarette tax	40,000	38,141	(1,859)
State highway carriers	2,000	3,077	1,077
Alcoholic beverage license fees	7,500	8,350	850
Motor vehicle in-lieu tax	234,000	230,910	(3,090)
State gasoline tax	120,000	115,274	(4,726)
State recreation	4,500	6,498	1,998
State mandated costs	6,500	9,302	2,802
Federal revenue sharing	90,000	85,388	(4,612)
State transportation	47,200		(47,200)
Federal community development	113,964	131,420	17,456
Federal traffic safety	110,846	110,380	(466)
Federal aid - urban streets	288,800		(288,800)
State peace officer	3,000	4,135	1,135
	<u>1,091,310</u>	<u>763,006</u>	<u>(328,304)</u>
CHARGES FOR CURRENT SERVICES:			
Sleepy Hollow fire protection	153,263	153,263	
Town of Ross	900	1,133	233
Town of Fairfax	700	2,674	1,974
Laurel Avenue	20,500	20,500	
Library fines and fees	4,000	4,067	67
Recreation fees	108,000	135,604	27,604
Other	42,200	55,052	12,852
	<u>329,563</u>	<u>372,293</u>	<u>42,730</u>
OTHER INCOME	<u>34,511</u>	<u>65,880</u>	<u>31,369</u>
TOTAL REVENUES	<u>\$3,283,784</u>	<u>\$3,180,440</u>	<u>\$(103,344)</u>

The accompanying notes are an integral part of these financial statements.

EXHIBIT C

TOWN OF SAN ANSELMO

STATEMENT OF EXPENDITURES AND ENCUMBRANCES
COMPARED WITH APPROPRIATIONS

YEAR ENDED JUNE 30, 1981

	<u>Appropriations</u> <u>(After Revisions)</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Under (Over)</u> <u>Appropriations</u>
Town Council	\$ 3,692	\$ 3,571		\$ 121
Administration and finance	133,881	127,333	\$ 6,287	261
Town attorney	17,944	17,896	75	((27))
Planning	31,080	27,123	498	3,459
Non-departmental	53,884	43,784	2,680	7,420
Police department	771,510	716,572	2,555	52,383
Traffic enforcement	112,352	95,211	5,380	11,761
Fire department	770,393	760,656	2,973	6,764
Engineering and inspection	144,825	137,563	2,826	4,436
Street maintenance	282,342	265,154	11,320	5,868
Library	136,056	138,297	351	(2,592)
Parks and recreation	305,824	347,079	3,501	(44,756)
Capital improvements	528,044	140,859	28,618	358,567
Community center	159,873	150,591	15,565	(6,283)
Other	<u>51,552</u>	<u>2,276</u>	<u>69</u>	<u>49,207</u>
Total	<u>\$3,503,252</u>	<u>\$2,973,965</u>	<u>\$ 82,698</u>	<u>\$ 446,589</u>

The accompanying notes are an integral part of these financial statements.

EXHIBIT D

TOWN OF SAN ANSELMO

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 1981

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES:

Modified Accrual Basis of Accounting:

The Town maintains its records on a modified accrual basis of accounting wherein liabilities are provided for in the period in which they are incurred and revenues are recognized only when received. However, revenues such as interest earned on deposits, federal revenue sharing entitlements for June 30, 1981, and amounts collected and held by other governmental agencies are accrued as revenue.

General Fixed Assets:

The Town inventoried its general fixed assets during the 1961-1962 fiscal year at values based principally on appraisals. Additions since that time are valued at cost or at appraised values where properties are acquired by gift.

The Town's policy is to record as a fixed asset all land and any equipment of significant value having a utility which extends three years or longer.

Retirement Plan:

Substantially all City employees are members of the Public Employee's Retirement System, administered by the State of California, to which contributions are made by both the City and employees. The total pension expense recognized by the City for the fiscal year ended June 30, 1980 was approximately \$282,100. At June 30, 1981 the amount of unfunded liability, if any, was not available from the plan administrator.

Recreation Program:

Effective July 1, 1981, the Town discontinued the management of recreation programs and contracted with the private sector to provide recreation programs management. The fees for recreation programs were \$135,604 and \$106,039 for the years ended June 30, 1981 and 1980 respectively. The direct expenses (not including wages for positions transferred to the private sector) for the recreation programs totaled \$108,104 and \$86,244 for the years ended June 30, 1981 and 1980 respectively. Under the terms of the contract, the Town is required to make an initial annual payment of \$30,000, provide all needed indoor or outdoor space at present standards, rent-free and insured, and establish a scholarship fund with an initial deposit of \$3,000.

TOWN OF SAN ANSELMO

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 1981

NOTE 2 - LEASE COMMITMENTS:

At June 30, 1981, the Town was obligated to make annual payments under-lease purchase agreements of \$31,492. Annual payments are due as follows:

1981-82	\$12,228
1982-83	12,228
1983-84	4,691
1984-85	<u>2,345</u>
	<u>\$31,492</u>

NOTE 3 - AGREEMENT WITH SLEEPY HOLLOW FIRE PROTECTION DISTRICT:

Effective July 1, 1980 the Town entered into an agreement with the Sleepy Hollow Fire Protection District under which the services of the Town's Fire Department are furnished the District. The agreement expires in twenty-five years and requires the District to pay 23% of the Town Fire Department's budgeted labor cost, including benefits and excluding CETA or like funding.

TOWN OF SAN ANSELMO

COMMENTS ON BALANCE SHEET ITEMS

JUNE 30, 1981

CASH - \$797,410:

Petty Cash		\$ 440
Checking accounts:		
Wells Fargo Bank and Bank of America		23,970
Certificates of deposit:		
American Savings & Loan	\$100,000	
World Savings & Loan	100,000	
San Francisco Federal Savings	100,000	
Franklin Savings & Loan	100,000	
Gibraltar Savings & Loan	100,000	
West Coast Federal Savings & Loan	<u>100,000</u>	
		600,000
California Local Agency Investment Fund		<u>173,000</u>
		<u>\$797,410</u>

ACCRUED REVENUE - \$169,380:

Revenue accrued as of June 30, 1981 includes:		
Federal revenue sharing	\$ 20,951	
Gas, sales and property taxes and fines	36,015	
Interest	11,103	
Traffic safety	26,449	
Rents, franchises, and other	<u>74,862</u>	
		<u>\$169,380</u>

ACCOUNTS RECEIVABLE - \$2,633:

Accounts receivable represent reimbursements and recoveries related to the current and prior year's expenditures which will not be recorded as revenues until received.

ACCOUNTS PAYABLE - \$54,415:

RESERVE FOR ENCUMBERANCES - \$ 2,800 (1978-79) \$4,922 (1979-80) \$41,120 (1980-81):

Accounts payable consist of amounts due for materials and services furnished the Town to June 30, 1981 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1981, the benefits of which were received after that date.

DEPOSIT TRUST FUND - \$8,734:

These deposits are principally those received for street openings, etc., and will be taken into revenue when earned or will be refunded to the depositor.