

TOWN OF SAN ANSELMO

JUNE 30, 1980

TABLE OF CONTENTS

Accountants' Report

Balance Sheet - All Funds.....Exhibit A

Statement of Changes in Fund Balances.....Exhibit B

Statement of Revenues - Estimated and Actual.....Exhibit C

Statement of Expenditures and Encumbrances Compared  
With Appropriations.....Exhibit D

Notes to Financial Statements.....Pages 1-2

Comments on Balance Sheet Items.....Page 3

\* \* \* \* \*

TOWN OF SAN ANSELMO  
BALANCE SHEET - ALL FUNDS  
JUNE 30, 1980

ASSETS:	Total	General Fund	Gas Tax Fund	Federal Revenue Sharing Fund	Federal Antirecession Assistance Fund	Self Insurance Fund	Capital Improvement Fund	Building Renovation Fund	General Fixed Assets
Cash	\$ 797,887	\$523,408	\$112,836	\$ 83,810	\$1,064	\$49,809	\$25,000	\$1,960	
Accrued revenue	162,639	129,669	8,086	24,884					
Accounts receivable	18,292	18,292							
General fixed assets	<u>1,569,875</u>								<u>\$1,569,875</u>
TOTAL	<u>\$2,548,693</u>	<u>\$671,369</u>	<u>\$120,922</u>	<u>\$108,694</u>	<u>\$1,064</u>	<u>\$49,809</u>	<u>\$25,000</u>	<u>\$1,960</u>	<u>\$1,569,875</u>
 LIABILITIES, RESERVES AND FUND BALANCES:									
Accounts payable	\$ 95,159	\$ 95,159							
Retirement and payroll taxes	17,664	17,664							
Reserve for encumbrances - 1978-1979	5,712	5,712							
Reserve for encumbrances - 1979-1980	58,385	58,385							
Deferred revenues - recrea- tional department	22,562	22,562							
Deposit trust funds	15,007	15,007							
Reserve for receivables	18,292	18,292							
Reserve for imprest funds	410	410							
Investment in fixed assets	1,569,875								\$1,569,875
Fund Balances	<u>745,629</u>	<u>438,178</u>	<u>\$120,922</u>	<u>\$108,694</u>	<u>\$1,064</u>	<u>\$49,809</u>	<u>\$25,000</u>	<u>\$1,960</u>	<u>\$1,569,875</u>
TOTAL	<u>\$2,548,693</u>	<u>\$671,369</u>	<u>\$120,922</u>	<u>\$108,694</u>	<u>\$1,064</u>	<u>\$49,809</u>	<u>\$25,000</u>	<u>\$1,960</u>	<u>\$1,569,875</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, 1980

	<u>Total</u>	<u>General Fund</u>	<u>Retirement and Social Security Fund</u>	<u>Gas Tax Fund</u>	<u>Federal Revenue Sharing Fund</u>	<u>Federal Antirecession Assistance Fund</u>	<u>Self Insurance Fund</u>	<u>Capital Improvement Fund</u>	<u>Building Renovation Fund</u>
BALANCES, July 1, 1979	\$ 537,173	\$ 224,611	\$ 71,007	\$151,603	\$ 88,888	\$1,064			
REVENUE (Note 1):									
Taxes	1,395,997	1,395,997							
Licenses and permits	115,564	115,564							
Fines, forfeitures and penalties	109,511	109,511							
Revenue from use of money and property	108,340	72,971		15,594	13,292		\$ 6,483		
Revenue from other agencies	726,808	502,652		127,189	96,967				
Charges for current services	317,334	317,334							
Other revenue	19,336	19,336							
TOTAL REVENUE	<u>2,792,890</u>	<u>2,533,365</u>		<u>142,783</u>	<u>110,259</u>		<u>6,483</u>		
Fund transfers		307,964	(71,007)	(173,464)	(90,453)			\$25,000	\$1,960
Reserve for self insurance: Cancellation of prior year encumbrance	25,522	25,522							
Transfer to Self-insurance fund	52,522						52,522		
Reserve for contingencies: From general fund	(107,500)	(107,500)							
Appropriated for expenditure To general fund	102,250	102,250							
Cancellation of prior years' encumbrances	5,250	5,250							
TOTAL AVAILABLE	<u>3,418,246</u>	<u>3,101,601</u>		<u>120,922</u>	<u>108,694</u>	<u>1,064</u>	<u>59,005</u>	<u>25,000</u>	<u>1,960</u>
EXPENDITURES AND ENCUMBERANCES:									
General government	332,346	332,346							
Public safety	1,455,693	1,446,639					9,054		
Public works	401,823	401,681					142		
Planning	25,860	25,860							
Library	122,975	122,975							
Parks and recreation	333,922	333,922							
	<u>2,672,619</u>	<u>2,663,423</u>					9,196		
BALANCES, JUNE 30, 1980	<u>\$ 745,627</u>	<u>\$ 438,178</u>		<u>\$120,922</u>	<u>\$108,694</u>	<u>\$1,064</u>	<u>\$49,809</u>	<u>\$25,000</u>	<u>\$1,960</u>

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

TOWN OF SAN ANSELMO  
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL  
YEAR ENDED JUNE 30, 1980

TAXES:	Estimated	Actual	Over (Under) Estimated
Property taxes:			
Current - secured	\$ 824,000	\$ 756,231	\$ (67,769)
Current - unsecured		32,051	32,051
Prior years	15,000	35,211	20,211
Sales and use taxes	435,000	498,014	63,014
Franchises	44,000	54,732	10,732
Transfer tax	27,000	19,758	(7,242)
	<u>1,345,000</u>	<u>1,395,997</u>	<u>50,997</u>
 LICENSES AND PERMITS:			
Business licenses	56,000	65,739	9,739
Parking permits	3,000	2,985	(15)
Construction permits	43,000	46,840	3,840
	<u>102,000</u>	<u>115,564</u>	<u>13,564</u>
 FINES, FORFEITURES AND PENALTIES:			
Vehicle code fines	43,000	79,560	36,560
Other court fines	64,000	29,951	(34,049)
	<u>107,000</u>	<u>109,511</u>	<u>2,511</u>
 USE OF MONEY AND PROPERTY:			
Interest	51,000	79,996	28,996
Rental	17,000	28,344	11,344
	<u>68,000</u>	<u>108,340</u>	<u>40,340</u>
 OTHER AGENCIES:			
State surplus		795	795
Cigarette tax	38,000	39,808	1,808
State highway carriers	2,000	1,897	(103)
Alcoholic beverage license fees	9,000	7,836	(1,164)
Motor vehicle in-lieu tax	182,000	253,499	71,499
State gasoline tax	138,000	127,189	(10,811)
State recreation	21,000	8,035	(12,965)
State park bonds	34,000	45,046	11,046
State mandated costs	7,000	6,728	(272)
Federal revenue sharing	96,531	96,967	436
Federal employment	6,248	5,287	(961)
Federal community development	122,683	117,183	(5,500)
Federal traffic safety	27,500	11,125	(16,375)
School maintenance		170	170
State peace officer	3,000	5,243	2,243
	<u>686,962</u>	<u>726,808</u>	<u>39,846</u>
 CHARGES FOR CURRENT SERVICES:			
Sleepy Hollow fire protection	156,132	154,777	(1,355)
Town of Ross	800	926	126
Library fines and fees	3,700	4,130	430
Recreation fees	80,000	106,039	26,039
Other	39,500	51,462	11,962
	<u>280,132</u>	<u>317,334</u>	<u>37,202</u>
 OTHER INCOME	<u>16,000</u>	<u>19,336</u>	<u>3,336</u>
 TOTAL REVENUES	<u>\$2,605,094</u>	<u>\$2,792,890</u>	<u>\$ 187,796</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, 1980

	Appropriations (After Revisions)	Expenditures	Encumbrances	Under (Over) Appropriations
	<u>\$ 3,534</u>	<u>\$ 3,549</u>	<u></u>	<u>\$ (15)</u>
Town Council				
Administration and finance	123,947	116,690	\$ 9,201	(1,944)
Town attorney	16,347	16,485		(138)
Planning	29,750	25,236	624	3,890
Non-departmental	37,152	37,615	124	(587)
Police department	735,400	702,636	31,722	1,042
Fire department	689,704	697,445	23,889	(31,630)
Engineering and inspection	122,619	107,445	8,941	6,233
Street maintenance	256,407	273,747	11,690	(29,030)
Library	122,082	118,575	4,400	(893)
Parks and recreation	251,972	274,860	17,556	(40,444)
Capital improvements	248,892	116,694	31,523	100,675
Community center	33,305	27,633	13,874	(8,202)
Other	<u>                    </u>	<u>465</u>	<u>                    </u>	<u>(465)</u>
Total	<u>\$2,671,111</u>	<u>\$2,519,075</u>	<u>\$ 153,544</u>	<u>\$ (1,508)</u>

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

EXHIBIT D

TOWN OF SAN ANSELMO  
NOTES TO FINANCIAL STATEMENT

JUNE 30, 1980

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, receipts prior to June 30 for recreational activities to occur after that date are deferred as revenue until the period in which the activity occurs, and certain other revenues such as interest earned on deposits, federal revenue sharing entitlements for June 30, 1980, 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 \$222,700. At June 30, 1980 the amount of unfunded liability, if any, was not available from the plan administrator.

NOTE 2 - LEASE COMMITMENTS:

On July 1, 1977, the Town entered into a lease for the former Isabel Cook School. The term of the lease is six years. It requires first year payments totaling \$126,000, less a credit for rent previously paid of \$29,185, followed by annual payments of \$64,500. At the end of the sixth year, the Town has the option to purchase the property for \$1. The Town may exercise the option to buy at any time during the term by pre-paying the remaining installments, or may cancel the lease at its discretion.

TOWN OF SAN ANSELMO  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1980

NOTE 3 - AGREEMENT WITH SLEEPY HOLLOW FIRE PROTECTION DISTRICT:

Effective July 1, 1976 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. On a formula basis, the District shares in Fire Department costs other than land acquisition, building construction, general municipal overhead, and installation, maintenance or repair of alarm systems, hydrants or water mains within the Town. Also, federally reimbursed costs under the CETA program must be excluded in computing the charge to the District. Total Fire Department expenditures were \$721,334 for the fiscal year ending June 30, 1980. The amounts excluded from cost-sharing were \$38,249.

Effective July 1, 1980, the above agreement was revoked and a new agreement enacted. The new agreement is for 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, 1980

CASH - \$797,887:

Petty Cash		\$ 440
General checking account:		
Wells Fargo Bank		75,447
Demand deposits:		
American Savings & Loan	\$100,000	
Crocker National Bank	100,000	
San Francisco Federal Savings	100,000	
Fidelity Savings & Loan	100,000	
Gibraltar Savings	<u>100,000</u>	500,000
California Local Agency Investment Fund		<u>222,000</u>
		<u>\$797,887</u>

ACCRUED REVENUE - \$162,639:

Revenue accrued as of June 30, 1980 includes:		\$ 24,884 ✓
Federal revenue sharing		
Gas, sales and property taxes and fines	68,406	
Interest	7,054	
State park bonds	31,330	
Crossing guards	300 ✓	
Federal community development	20,169	
Rents, franchises, and other	<u>10,496</u>	
		<u>\$162,639</u>

ACCOUNTS RECEIVABLE - \$18,292:

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 - \$95,159

RESERVE FOR ENCUMBRANCES - \$58,385 (1979-80) \$5,712 (1978-79):

Accounts payable consist of amounts due for materials and services furnished the Town to June 30, 1980 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1980, the benefits of which were received after that date.

DEFERRED REVENUES - RECREATION DEPARTMENT - \$22,562:

These deferred revenues represent funds collected for use in the Town's promotional and recreational activities after June 30, 1980.

DEPOSIT TRUST FUNDS - \$15,007:

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.