

TOWN OF SAN ANSELMO

JUNE 30, 1979

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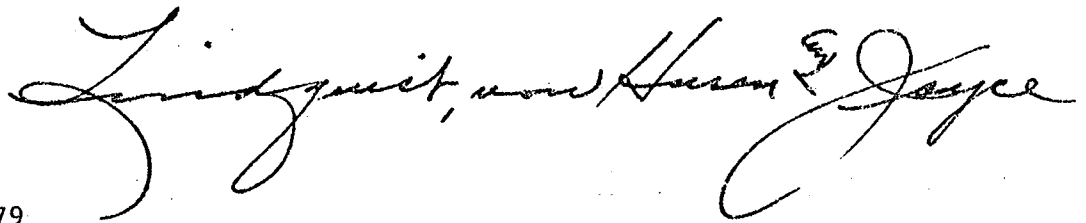
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The Honorable Board of Councilmen of
the Town of San Anselmo

We have examined the balance sheets of the several funds of the Town of San Anselmo as of June 30, 1978 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.

The Town's general fixed assets have been recorded as explained in Note 1. The recording of general fixed assets at other than historical cost, except for donated property, is not in conformity with generally accepted accounting principles.

In our opinion, except for possible variations in values assigned to the fixed assets, the aforementioned statements present fairly the financial position of the several funds of the Town of San Anselmo at June 30, 1979 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.



October 25, 1979

TOWN OF SAN ANSELMO
SAN ANSELMO, CALIF.

JAN 29 1980
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TOWN OF SAN ANSELMO
BALANCE SHEET - ALL FUNDS

JUNE 30, 1979

ASSETS:	Total	General Fund	Retirement and Social Security Fund	Gas Tax Fund	Federal Revenue Sharing Fund	Federal Antirecession Assistance Fund	General Fixed Assets
Cash	\$ 787,728	\$ 468,374	\$106,406	\$145,308	\$66,576	\$1,064	
Accrued revenue	200,416	171,809		6,295	22,312		
Accounts receivable	5,679	5,679					
General fixed assets	<u>1,537,376</u>						1,537,376
TOTAL	<u>\$2,531,199</u>	<u>\$645,862</u>	<u>\$106,406</u>	<u>\$151,603</u>	<u>\$88,888</u>	<u>\$1,064</u>	<u>\$1,537,376</u>
LIABILITIES, RESERVES AND FUND BALANCES:							
Accounts payable	\$ 15,800	\$ 15,800					
Retirement and payroll taxes	18,001	18,001					
Reserve for encumbrances - 1777-1978	113,663	113,663					
Reserve for encumbrances - 1978-1979	224,785	189,386	35,399				
Deferred revenues - recreational department	14,518	14,518					
Deposit trust funds	11,277	11,277					
Reserve for receivables	5,679	5,679					
Reserve for imprest funds	405	405					
Reserve for self-insurance	52,522	52,522					
Investment in fixed assets	1,537,376						
Fund balances	<u>537,173</u>	<u>224,611</u>	<u>71,007</u>	<u>\$151,603</u>	<u>\$88,888</u>	<u>\$1,064</u>	<u>\$1,537,376</u>
TOTAL	<u>\$2,531,199</u>	<u>\$645,862</u>	<u>\$106,406</u>	<u>\$151,603</u>	<u>\$88,888</u>	<u>\$1,064</u>	<u>\$1,537,376</u>

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

EXHIBIT A

TOWN OF SAN ANSELMO
STATEMENT OF CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 1979

	<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>
BALANCES, JULY 1, 1978	\$ 671,595	\$ 404,377	\$110,921	\$ 9,875	\$145,981	\$ 441
REVENUE (NOTE 1):						
Taxes	1,090,039	882,049	207,990			
Licenses and permits	102,070	102,070				
Fines, forfeitures and penalties	85,848	85,848				
Revenue from use of money and property	83,936	72,334		7,710	3,892	
Revenue from other agencies	892,964	671,316		130,454	90,571	623
Charges for current services	276,049	249,452	26,597			
Other revenue	45,463	45,463				
Total revenue	<u>2,576,369</u>	<u>2,108,532</u>	<u>234,587</u>	<u>138,164</u>	<u>94,463</u>	<u>623</u>
Fund transfers		147,992		3,564	(151,556)	
Reserve for self-insurance:						
From general fund	(54,000)	(54,000)				
Appropriated for expenditures	1,478	1,478				
Reserve for contingencies:						
From general fund	(40,000)	(40,000)				
Appropriated for expenditures	36,494	36,494				
To general fund	3,506	3,506				
Cancellation of prior years encumbrances	3,807	3,634	173			
Total available	<u>3,199,249</u>	<u>2,612,013</u>	<u>345,681</u>	<u>151,603</u>	<u>88,888</u>	<u>1,064</u>
EXPENDITURES AND ENCUMBRANCES:						
General government	256,864	243,274	13,590			
Public safety	1,310,301	1,123,670	186,631			
Public works	382,037	346,765	35,272			
Planning	25,634	22,483	3,151			
Library	97,025	85,753	11,272			
Parks and recreation	477,980	453,222	24,758			
Town Hall reconstruction	112,235	112,235				
Total expenditures and encumbrances	<u>2,662,076</u>	<u>2,387,402</u>	<u>274,674</u>			
BALANCE, JUNE 30, 1979	<u>\$ 537,173</u>	<u>\$ 224,611</u>	<u>\$ 71,007</u>	<u>\$151,603</u>	<u>\$88,888</u>	<u>\$1,064</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, 1979

TAXES:	Estimated	Actual	Over (Under) Estimated
Property taxes:			
Current - secured	\$ 530,898	\$ 523,773	\$ 7,125
Current - unsecured	35,224	18,501	16,743
Prior years	25,000	44,403	(19,403)
Sales and use taxes	400,000	434,678	(34,678)
Franchises	39,300	43,190	(3,890)
Transfer tax	14,500	25,494	(10,994)
	<u>1,044,942</u>	<u>1,090,039</u>	<u>(45,097)</u>
LICENSES AND PERMITS:			
Business licenses	54,000	56,080	(2,080)
Parking permits	1,800	2,718	(918)
Construction permits	19,000	43,272	(24,272)
	<u>74,800</u>	<u>102,070</u>	<u>(27,270)</u>
FINES, FORFEITURES AND PENALTIES:			
Vehicle code fines	35,000	55,104	(20,104)
Other court fines	40,000	30,744	9,256
	<u>75,000</u>	<u>85,848</u>	<u>(10,848)</u>
USE OF MONEY AND PROPERTY:			
Interest	30,000	63,760	(33,760)
Rental	24,347	20,176	4,171
	<u>54,347</u>	<u>83,936</u>	<u>(29,589)</u>
OTHER AGENCIES:			
State surplus	257,165	255,400	1,765
Cigarette tax	41,000	38,282	2,718
State highway carriers	1,800	1,902	(102)
Alcoholic beverage license fees	8,000	8,429	(429)
Motor vehicle in-lieu tax	170,000	190,712	(20,712)
State gasoline tax	140,000	130,454	9,546
State recreation	10,875		10,875
State park bonds	38,573	4,000	34,573
State mandated costs	10,000	7,498	2,502
Federal revenue sharing	90,572	90,571	1
Federal employment	40,449	37,910	2,539
Federal community development	103,099	119,198	(16,099)
Federal traffic safety	31,012		31,012
School maintenance	2,200	4,057	(1,857)
Federal antirecession	623	623	
State police training	500	3,928	(3,428)
	<u>945,868</u>	<u>892,964</u>	<u>52,904</u>
CHARGES FOR CURRENT SERVICES:			
Sleepy Hollow fire protection	132,800	132,986	(186)
Town of Ross	900	804	96
Library fines and fees	2,000	3,670	(1,670)
Recreation fees	57,780	83,730	(25,950)
Other	29,490	54,859	(25,369)
	<u>222,970</u>	<u>276,049</u>	<u>(53,079)</u>
OTHER INCOME	<u>16,000</u>	<u>45,463</u>	<u>(29,463)</u>
TOTAL REVENUES	<u>\$2,433,927</u>	<u>\$2,576,369</u>	<u>\$ (142,442)</u>

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

TOWN OF SAN ANSELMO
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
COMPARED WITH APPROPRIATIONS

YEAR ENDED JUNE 30, 1979

	Appropriations (After Revisions)	Expenditures	Encumbrances	Under (Over) Appropriations
Town Council	\$ 13,061	\$ 3,217	\$ 9,761	\$ 83
Administration and finance	81,894	76,551	1,865	3,478
Town attorney	15,327	15,118		209
Planning	27,072	25,069	565	1,438
Non-departmental	57,646	46,603	537	10,506
Police department	691,478	633,131	28,304	30,043
Fire department	646,692	625,571	23,295	(2,174)
Engineering and inspection	119,411	114,596	3,864	951
Street maintenance	269,633	247,479	16,098	6,056
Town Hall reconstruction	112,235		112,235	
Library	99,108	90,811	6,214	2,083
Parks and recreation	257,187	247,037	14,329	4,179
Capital improvements	183,056	89,079	12,285	81,692
Community center	165,275	211,785	4,856	(51,339)
Other	<u>1,848</u>	<u>1,848</u>		<u>1,848</u>
Total	<u>\$2,739,075</u>	<u>\$2,427,868</u>	<u>\$234,208</u>	<u>\$ 76,999</u>

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

EXHIBIT D

JUNE 30, 1979

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, 1979, 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 1961-62 fiscal year, assigned values thereto, and recorded the total valuation on its books. Land valuation was based on the County Assessor's appraisal for real estate tax purposes for that year. The valuation of improvements was based on insurance appraisals. Equipment was valued at cost where such was ascertainable and at appraised or estimated values where costs were not known. 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, 1979 was approximately \$208,500. At June 30, 1979, 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.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 1979

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 \$645,866 for the fiscal year ending June 30, 1979. The amounts excluded from cost-sharing were:

Principal payment on Fire Station No. 2	\$ 5,000
Federal reimbursement for CETA dispatcher position	<u>14,467</u>
	<u>\$19,407</u>

TOWN OF SAN ANSELMO
COMMENTS ON BALANCE SHEET ITEMS

JUNE 30, 1979

CASH - \$787,728:

Petty cash:		
Town offices	\$ 300	
Library	<u>100</u>	\$ 400
General checking account:		
Wells Fargo Bank		75,328
Demand deposits:		
Bank of America	100,000	
Crocker National Bank	<u>200,000</u>	<u>300,000</u>
California Local Agency Investment Fund		<u>412,000</u>
		<u>\$ 787,728</u>

ACCRUED REVENUE - \$200,416:

Revenue accrued as of June 30, 1979 includes:

Town Hall construction grant	\$124,153
Federal revenue sharing	22,312
Gas tax, sales tax, property tax and fines	35,368
Interest	13,158
State park bonds	4,000
Crossing guards	<u>1,425</u>
	<u>\$200,416</u>

ACCOUNTS RECEIVABLE - \$5,679:

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 - \$15,800

RESERVE FOR ENCUMBRANCES - \$224,785 (1978-79) \$113,665 (1977-78):

Accounts payable consist of amounts due for materials and services furnished the Town to June 30, 1979 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1979, the benefits of which were received after that date.

DEFERRED REVENUES - RECREATION DEPARTMENT - \$14,518:

These deferred revenues represent funds collected for use in the Town's promotional and recreational activities after June 30, 1979.

DEPOSIT TRUST FUNDS - \$11,277:

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.