

TOWN OF SAN ANSELMO

JUNE 30, 1978

TABLE OF CONTENTS

Accountants' Report

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

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

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

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

Notes to Financial Statements.....Page 1

Comments on Balance Sheet Items.....Page 2

* * * * *

LINDQUIST, VON HUSEN AND JOYCE

CERTIFIED PUBLIC ACCOUNTANTS

120 MONTGOMERY STREET

SAN FRANCISCO, CALIFORNIA 94104

415-433-0200

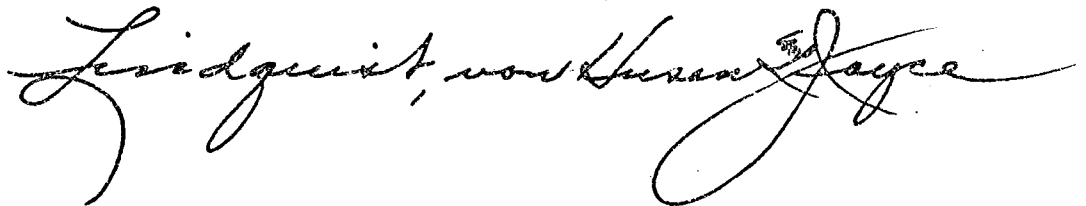
JOHN F. JOYCE
ARTHUR F. ROBIN
ERIC L. HEDEN
FRED E. LUNDBERG
E. EUGENE DENKO
DUANE L. FRISBIE

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, 1978 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 centrally below the main body of text.

August 10, 1978

TOWN OF SAN ANSELMO
BALANCE SHEET - ALL FUNDS
JUNE 30, 1978

	<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>General Fixed Assets</u>
ASSETS:							
Cash	\$1,012,160	\$ 740,776	\$148,596		\$122,347	\$441	
Accrued revenue	607,968	574,459		\$9,875	23,634		
Accounts receivable	5,383	5,383					
General fixed assets	<u>1,534,852</u>						<u>\$1,534,852</u>
TOTAL	<u>\$3,160,363</u>	<u>\$1,320,618</u>	<u>\$148,596</u>	<u>\$9,875</u>	<u>\$145,981</u>	<u>\$441</u>	<u>\$1,534,852</u>
LIABILITIES, RESERVES AND FUND BALANCES:							
Accounts payable	\$ 98,350	\$ 60,675	\$ 37,675				
Retirement and payroll taxes	23,576	23,576					
Reserve for encumbrances - 1976-1977	8,013	8,013					
Reserve for encumbrances - 1977-1978	800,224	800,224					
Deferred revenues - recrea- tional department	13,643	13,643					
Deposit trust funds	4,321	4,321					
Reserve for receivables	5,384	5,384					
Reserve for imprest funds	405	405					
Investment in fixed assets	1,534,852						\$1,534,852
Fund balances	<u>671,595</u>	<u>404,377</u>	<u>110,921</u>	<u>\$9,875</u>	<u>\$145,981</u>	<u>\$441</u>	
TOTAL	<u>\$3,160,363</u>	<u>\$1,320,618</u>	<u>\$148,596</u>	<u>\$9,875</u>	<u>\$145,981</u>	<u>\$441</u>	<u>\$1,534,852</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, 1978

	<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, 1977	\$ 768,803	\$ 460,836	\$ 78,439	\$ 97,636	\$125,029	\$ 6,863
REVENUE (NOTE 1):						
Taxes	1,754,322	1,460,198	294,124			
Licenses and permits	76,043	76,043				
Fines, forfeitures and penalties	87,086	87,086				
Revenue from use of money and property	85,849	71,730		4,691	8,950	478
Revenue from other agencies	1,318,456	1,069,037		135,545	94,253	19,621
Charges for current services	247,887	220,308	27,579			
Other revenue	34,528	34,528				
Total revenue	<u>3,604,171</u>	<u>3,018,930</u>	<u>321,703</u>	<u>140,236</u>	<u>103,203</u>	<u>20,099</u>
Fund transfers		336,769		(227,997)	(82,251)	(26,521)
Reserve for contingencies:						
From general fund	(50,666)	(50,666)				
Appropriated for expenditures	49,344	49,344				
To general fund	1,322	1,322				
Total available	<u>4,372,974</u>	<u>3,816,535</u>	<u>400,142</u>	<u>9,875</u>	<u>145,981</u>	<u>441</u>
EXPENDITURES AND ENCUMBRANCES:						
General government	235,530	215,889	19,641			
Public safety	1,351,743	1,188,413	163,330			
Public works	499,062	451,261	47,801			
Planning	41,806	34,366	7,440			
Library	150,098	133,197	16,901			
Parks and recreation	482,267	448,159	34,108			
Town Hall reconstruction	940,873	940,873				
Total expenditures and encumbrances	<u>3,701,379</u>	<u>3,412,158</u>	<u>289,221</u>			
BALANCE, JUNE 30, 1978	<u>\$ 671,595</u>	<u>\$ 404,377</u>	<u>\$110,921</u>	<u>\$ 9,875</u>	<u>\$145,981</u>	<u>\$ 441</u>

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

NOTES TO FINANCIAL STATEMENTSJUNE 30, 1978

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, 1978, 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, 1978 was approximately \$216,000. At June 30, 1978, 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 terms 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.

The Town has renewed its lease on June 30, 1978 for the premises at 128 Tunstead Avenue which now houses the Department of Public Works. The lease ends December 30, 1978 and requires monthly payments of \$650.00

TOWN OF SAN ANSELMO
COMMENTS ON BALANCE SHEET ITEMS

JUNE 30, 1978

CASH - \$1,012,160:

Petty cash:			
Town offices	\$	300	
Library		<u>100</u>	\$ 400
General checking account:			
Wells Fargo Bank			28,760
Demand deposits:			
Bank of America		100,000	
Redwood Bank		100,000	
Civic Federal Savings & Loan		100,000	
Crocker National Bank		<u>100,000</u>	400,000
California Local Agency Investment Fund			<u>583,000</u>
			<u>\$1,012,160</u>

ACCRUED REVENUE - \$607,968:

Revenue accrued as of June 30, 1978 includes:

Town Hall construction grant	\$529,587
Federal revenue sharing	23,634
Gas tax, sales tax and fines	36,687
Interest	12,052
State park bonds	<u>6,008</u>
	<u>\$607,968</u>

ACCOUNTS RECEIVABLE - \$5,383:

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 - \$98,350

RESERVE FOR ENCUMBRANCES - \$800,224 (1977-78) \$8,013 (1976-77):

Accounts payable consist of amounts due for materials and services furnished the Town to June 30, 1978 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1978, the benefits of which were received after that date.

DEFERRED REVENUES - RECREATION DEPARTMENT - \$13,643:

These deferred revenues represent funds collected for use in the Town's promotional and recreational activities after June 30, 1978.

DEPOSIT TRUST FUNDS - \$4,321:

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.