

TOWN OF SAN ANSELMO

JUNE 30, 1975

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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, 1975 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. We have previously examined and reported on the statements for the prior year.

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

As further explained in Note 1, the Town changed its accounting policy during the current fiscal year by accruing at June 30, 1975 the last installment of federal revenue sharing entitlement applicable to that year, even though the funds were not received until July 1975.

In our opinion, except for possible variations in values assigned to the fixed assets, the accompanying statements present fairly the financial position of the several funds of the Town of San Anselmo at June 30, 1975 and the transactions therein for the year then ended, in conformity with generally accepted accounting principles applicable to governmental entities which, except for the change, with which we concur, in the method of accruing federal revenue sharing entitlements as described in the preceding paragraph, have been applied on a basis consistent with that of the preceding year.

Lindquist, von Husen & Joyce

September 5, 1975

TOWN OF SAN ANSELMO
BALANCE SHEET - ALL FUNDS
JUNE 30, 1975

	<u>Total</u>	<u>General Fund</u>	<u>Library Fund</u>	<u>Retirement and Social Security Fund</u>	<u>Gas Tax Fund</u>	<u>Federal Revenue Sharing Fund</u>	<u>General Fixed Assets</u>
ASSETS:							
Cash	\$ 741,920.78	\$460,389.53	\$19,848.31	\$85,982.61	\$77,761.62	\$ 97,938.71	
Accrued federal revenue sharing	19,794.00					19,794.00	
Accounts receivable	150,549.41	150,549.41					
General fixed assets	<u>1,500,010.62</u>						<u>\$1,500,010.62</u>
TOTAL	<u>\$2,412,274.81</u>	<u>\$610,938.94</u>	<u>\$19,848.31</u>	<u>\$85,982.61</u>	<u>\$77,761.62</u>	<u>\$117,732.71</u>	<u>\$1,500,010.62</u>
LIABILITIES, RESERVES AND SURPLUS:							
Accounts payable	\$ 9,454.34	\$ 9,277.34	\$ 177.00				
Retirement and payroll taxes	52,477.82	24,794.02		\$27,683.80			
Reserve for encumbrances	62,297.71	62,038.01	259.70				
Deferred revenues - recreation department	5,216.00	5,216.00					
Deposit trust funds	8,054.67	8,054.67					
Reserve for receivables	150,549.41	150,549.41					
Reserve for imprest funds	404.00	304.00	100.00				
Investment in fixed assets	1,500,010.62						\$1,500,010.62
Reserve for designated purpose - capital outlay	149,280.68	149,280.68					
Fund balance	<u>474,529.46</u>	<u>201,424.81</u>	<u>19,311.61</u>	<u>58,298.81</u>	<u>\$77,761.62</u>	<u>\$117,732.71</u>	
TOTAL	<u>\$2,412,274.71</u>	<u>\$610,938.94</u>	<u>\$19,848.31</u>	<u>\$85,982.61</u>	<u>\$77,761.62</u>	<u>\$117,732.71</u>	<u>\$1,500,010.62</u>

TOWN OF SAN ANSELMO
STATEMENT OF CHANGES IN FUND BALANCES
YEAR ENDING JUNE 30, 1975

	<u>Total</u>	<u>General Fund</u>	<u>Library Fund</u>	<u>Parks Fund</u>	<u>Robson-Harrington Park Fund</u>	<u>Recreation Fund</u>	<u>Retirement and Social Security Fund</u>	<u>Gas Tax Fund</u>	<u>Federal Revenue Sharing Fund</u>
BALANCES, JULY 1, 1974	\$ 468,223.73	\$ 285,040.91	\$ 13,027.55	\$ 2,932.98	\$ 6,235.61	\$14,018.39	\$ 58,301.84	\$ 37,294.58	\$ 51,371.87
REVENUES:									
Taxes	1,318,142.07	902,737.19	99,974.18	60,883.47	36,283.99	40,839.83	177,423.41		
Licenses and permits	43,660.73	43,660.73							
Fines, forfeitures and penalties	59,689.77	59,689.77							
Revenue from use of money and property	57,241.33	36,473.07					4,299.06	6,109.86	10,359.34
Revenue from other agencies	396,177.54	168,409.02				3,000.00		124,013.52	100,755.00
Charges for current services	167,226.96	112,568.02	5,644.83		1,063.00	35,876.77	12,074.34		
County subvention	1,680.00					1,680.00			
Other revenue	67,446.39	35,417.66	1,275.00	723.22	30,030.51				
Total revenues	2,111,264.79	1,358,955.46	106,894.01	61,606.69	67,377.50	81,396.60	193,796.81	130,123.38	111,114.34
Fund transfers		89,656.34						89,656.34	
Adjustments - prior year	555.45	413.12	142.33						
Cancellation of prior year's encumbrances	267,778.10	157,028.14	1,786.33	696.83	163.75	1,066.90			107,036.15
Interest transferred to Reserve for Designated Purposes - capital outlay	(13,032.98)	(13,032.98)							
Release of funds - Reserve for designated Purposes - capital outlay	10,000.00	10,000.00							
Total available	2,844,789.09	1,888,060.99	121,850.22	65,236.50	73,776.86	96,481.89	252,098.65	77,761.62	269,522.36
EXPENDITURES AND ENCUMBRANCES:									
General government	174,736.54	129,341.54							45,395.00
Public safety	892,556.71	892,556.71							
Public works	670,078.05	670,078.05							
Planning	47,842.24	47,842.24							
Library	102,538.61		102,538.61						
Parks and recreation	288,707.54			53,586.02	42,450.98	86,275.89			106,394.65
Retirement and social security	193,799.84						193,799.84		
Total expenditures and encumbrances	2,370,259.53	1,739,818.54	102,538.61	53,586.02	42,450.98	86,275.89	193,799.84		151,789.65
	474,529.56	148,242.45	19,311.61	11,650.48	31,325.88	10,206.00	58,298.81	77,761.62	117,732.71
Combining previously segregated funds into general fund		53,182.36		(11,650.48)	(31,325.88)	(10,206.00)			
BALANCES, JUNE 30, 1975	\$ 474,529.56	\$ 201,424.81	\$ 19,311.61	\$ -0-	\$ -0-	\$ -0-	\$ 58,298.81	\$ 77,761.62	\$117,732.71

TOWN OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1975

	<u>Estimated</u>	<u>Actual</u>	<u>Over (Under) Estimated</u>
GENERAL FUND:			
Taxes:			
Property taxes:			
Current year	\$ 574,757.00	\$ 594,586.82	\$ 19,829.82
Prior years	16,563.00	6,936.18	(9,626.82)
Sales and use taxes	224,000.00	261,670.94	37,670.94
Franchises	33,500.00	30,799.04	(2,700.96)
Transfer tax	9,000.00	8,744.21	(255.79)
	<u>857,820.00</u>	<u>902,737.19</u>	<u>44,917.19</u>
Licenses and permits:			
Business licenses	31,000.00	34,689.75	3,689.75
Parking permits	300.00	325.00	25.00
Construction permits	9,500.00	8,645.98	(854.02)
	<u>40,800.00</u>	<u>43,660.73</u>	<u>2,860.73</u>
Fines, forfeitures and penalties:			
Vehicle code fines	20,000.00	38,025.84	18,025.84
Other court fines	20,000.00	21,663.93	1,663.93
	<u>40,000.00</u>	<u>59,689.77</u>	<u>19,689.77</u>
Revenue from use of money and property:			
Interest	34,000.00	35,673.07	1,673.07
Rental	800.00	800.00	
	<u>34,800.00</u>	<u>36,473.07</u>	<u>1,673.07</u>
Revenue from other agencies:			
Cigarette tax	40,000.00	39,338.54	(661.46)
State highway carriers	1,300.00	1,370.97	70.97
Alcoholic beverage license fees	7,500.00	9,783.90	2,283.90
Motor vehicle in-lieu tax	124,800.00	117,915.61	(6,884.39)
	<u>173,600.00</u>	<u>168,409.02</u>	<u>(5,190.98)</u>
Charges for current service:			
Sleepy Hollow Fire District	83,300.00	82,125.42	(1,174.58)
Town of Ross	700.00	814.13	114.13
Other	13,000.00	29,628.47	16,628.47
	<u>97,000.00</u>	<u>112,568.02</u>	<u>15,568.02</u>
Federal/State Storm Relief	<u>117,459.00</u>		<u>(117,459.00)</u>
Other income	<u>30,200.00</u>	<u>35,417.66</u>	<u>5,217.66</u>
Total general fund	<u>1,391,679.00</u>	<u>1,358,955.46</u>	<u>(32,723.54)</u>

TOWN OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1975

	<u>Estimated</u>	<u>Actual</u>	<u>Over (Under) Estimated</u>
LIBRARY FUND:			
Property taxes:			
Current year	\$ 95,521.00	\$ 98,821.37	\$ 3,300.37
Prior years	2,753.00	1,152.81	(1,600.19)
Library fines and rentals	5,000.00	5,620.54	620.54
Other	<u> </u>	<u>1,299.29</u>	<u>1,299.29</u>
Total library fund	<u>103,274.00</u>	<u>106,894.01</u>	<u>3,620.01</u>
PARKS FUND:			
Property taxes:			
Current year	\$ 58,175.00	\$ 60,181.42	\$ 2,006.42
Prior years	1,676.00	702.05	(973.95)
Other income	<u> </u>	<u>723.22</u>	<u>723.22</u>
Total parks fund	<u>59,851.00</u>	<u>61,606.69</u>	<u>1,755.69</u>
ROBSON-HARRINGTON PARK FUND:			
Property taxes:			
Current year	34,669.00	35,865.60	1,196.60
Prior years	999.00	418.39	(580.61)
Rent		1,063.00	1,063.00
Other income	<u>30,000.00</u>	<u>30,030.51</u>	<u>30.51</u>
Total Robson-Harrington Park Fund	<u>65,668.00</u>	<u>67,377.50</u>	<u>1,709.50</u>
RECREATION FUND:			
Property taxes:			
Current year	39,018.00	40,368.91	1,350.91
Prior years	1,124.00	470.92	(653.08)
County subvention	1,680.00	1,680.00	
Recreation fees	<u>28,000.00</u>	<u>38,876.77</u>	<u>10,876.77</u>
Total recreation fund	<u>69,822.00</u>	<u>81,396.60</u>	<u>11,574.60</u>
RETIREMENT AND SOCIAL SECURITY FUND:			
Property taxes:			
Current year	169,525.00	175,377.54	5,852.54
Prior years	4,885.00	2,045.87	(2,839.13)
Interest		4,299.06	4,299.06
Sleepy Hollow Fire District	<u>11,700.00</u>	<u>12,074.34</u>	<u>374.34</u>
Total retirement and social security fund	<u>186,110.00</u>	<u>193,796.81</u>	<u>7,686.81</u>

TOWN OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1975

	<u>Estimated</u>	<u>Actual</u>	<u>Over (Under) Estimated</u>
GAS TAX FUND:			
Construction and maintenance - matching funds not required	\$ 66,609.00	\$ 64,103.87	\$ (2,505.13)
Construction and maintenance - matching funds required	56,517.00	56,909.65	392.65
Engineering	3,000.00	3,000.00	
Interest	4,000.00	6,109.86	2,109.86
County subvention	<u>65,000.00</u>		<u>(65,000.00)</u>
Total gas tax fund	<u>195,126.00</u>	<u>130,123.38</u>	<u>(65,002.62)</u>
 FEDERAL REVENUE SHARING FUND:			
Federal revenue sharing funds	79,176.00	100,755.00	21,579.00
Interest	<u>2,000.00</u>	<u>10,359.34</u>	<u>8,359.34</u>
Total federal revenue sharing fund	<u>81,176.00</u>	<u>111,114.34</u>	<u>29,938.34</u>
TOTAL	<u><u>\$2,152,706.00</u></u>	<u><u>\$2,111,264.79</u></u>	<u><u>\$(41,441.21)</u></u>

TOWN OF SAN ANSELMO
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
COMPARED WITH APPROPRIATIONS
YEAR ENDED JUNE 30, 1975

	<u>Appropriations</u> <u>(After</u> <u>Revisions)</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Under</u> <u>(Over)</u> <u>Appropriations</u>
GENERAL FUND:				
Town Council Administration and finance	\$ 3,767.00	\$ 4,082.68		\$ (315.68)
Town attorney	64,272.00	66,585.04		(2,313.04)
Planning	20,269.00	19,807.38		461.62
Non-departmental	57,134.00	45,045.02	\$ 2,797.22	9,291.76
Police department	24,071.00	23,243.40		827.60
Fire department	474,003.00	450,207.90	1,386.80	22,408.30
Animal regulation	452,526.00	440,729.11	232.90	11,563.99
Engineering and inspection	6,700.00	5,001.30		1,698.70
Street maintenance	68,620.00	72,549.36	376.88	(4,306.24)
Municipal shop	445,317.00	397,902.85	43,425.91	3,988.24
Weed cleaning	30,141.00	27,088.43	196.10	2,856.47
Civil defense	25.00			25.00
SMIP	100.00	80.20		19.80
Street construction	200.00	130.29		69.71
Street lighting	142,567.00	48,133.03	11,400.00	83,033.97
Traffic signals	32,760.00	32,073.81		686.19
Street sweeping	9,750.00	11,634.89		(1,884.89)
Parking lots	21,255.00	20,837.33		417.67
Capital improvements	5,635.00	4,459.46		1,175.54
	<u>10,000.00</u>	<u>8,461.25</u>	<u>1,950.00</u>	<u>(411.25)</u>
Total general fund	1,869,112.00	1,678,052.73	61,765.81	129,293.46
LIBRARY FUND	104,362.00	102,278.91	259.70	1,823.39
PARK FUND	68,786.00	53,386.62	199.40	15,199.98
ROBSON-HARRINGTON PARK FUND	48,423.00	42,450.98		5,972.02
RECREATION FUND	78,257.00	86,203.09	72.80	(8,018.89)
RETIREMENT AND SOCIAL SECURITY FUND	190,875.00	193,799.84		(2,924.84)
FEDERAL REVENUE SHARING FUND	<u>150,636.00</u>	<u>151,789.65</u>		<u>(1,153.65)</u>
TOTAL	<u>\$2,510,451.00</u>	<u>\$2,307,961.82</u>	<u>\$62,297.71</u>	<u>\$140,191.47</u>

TOWN OF SAN ANSELMO
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1975

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES:

Modified Accrual Basis of Accounting:

The Town maintains its records on the modified accrual basis of accounting wherein revenues are recognized only when received but liabilities are provided for in the period in which they are incurred, except that 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, at June 30, 1975 the last installment of the federal revenue sharing entitlement for the period then ended, although not received until July, was accrued as revenue.

The Town had not accrued at June 30, 1974 the last installment of \$21,599 of the federal revenue sharing entitlement received in July 1974. The effect of this change is that current year's revenues are overstated by that amount.

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. In connection with this policy, during the current year the recorded fixed assets were reviewed by the Town's Administrator-Controller and items totaling \$23,804.15 were eliminated from accounting control because of short estimated lives or immateriality.

Fund Segregation:

The Town has elected to combine the activities of the Parks Fund, Robson-Harrington Park Fund and Recreation Fund with the General Fund.

Because these funds were segregated in the budget of the current year, the current year's statements of changes in fund balances, of revenues, and of expenditures and encumbrances reflect such segregation.

TOWN OF SAN ANSELMO
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1975

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Interest Allocation:

Interest received on invested monies is allocated to funds quarterly on a weighted average of beginning of the month cash balances by fund.

Capital Improvement Fund:

Capital Improvement Fund appropriations to June 30, 1970 of \$80,925.00 were transferred to the General Fund on July 1, 1970 and reserved for capital outlay. An additional \$40,000.00 was segregated from the General Fund under the budget for the year ended June 30, 1974. Interest on these reserved funds is excluded from the revenues of the General Fund.

The approved budget for fiscal year ending June 30, 1976 has released these segregated funds and appropriated their expenditure.

NOTE 2 - LEASE:

In April 1975 the Town entered into a lease for the premises at 128 Tunstead Avenue to which the Department of Public Works has relocated. The lease ends June 30, 1978 and the required future payments under this lease total \$13,500.

TOWN OF SAN ANSELMO

JUNE 30, 1975

OTHER INFORMATION

The information presented hereinafter is not required for a fair presentation of the financial position and transactions of the several funds of the Town of San Anselmo. However, our examination included such information as of June 30, 1975, and for the year then ended, and for prior years where applicable. In our opinion, the following presents fairly in all material respects the information shown therein.

Lindquist, per Herman ^{San} Joyce

TOWN OF SAN ANSELMO
COMMENTS ON BALANCE SHEET ITEMS
JUNE 30, 1975

CASH - \$741,920.78:

This balance consists of the following:

Petty cash:			
City offices		\$ 300.00	
Library		<u>100.00</u>	\$ 400.00
Demand deposits:			
Wells Fargo Bank		15,016.78	
Crocker National Bank		1,500.00	
Bank of America - Bail Trust Fund		<u>4.00</u>	16,520.78
Time deposits - Bank of America:			
<u>Maturity Date</u>	<u>Interest Rate</u>		
September 16, 1975	5-5/8%	100,000.00	
November 14, 1975	5-3/8%	100,000.00	
May 14, 1976	7-1/4%	<u>125,000.00</u>	325,000.00
Inactive public deposits - Redwood Bank:			
<u>Maturity Date</u>	<u>Interest Rate</u>		
July 14, 1975	6-1/8%	100,000.00	
August 13, 1975	6-3/8%	<u>100,000.00</u>	200,000.00
U.S. Government National Mortgage Pool:			
<u>Maturity Date</u>	<u>Interest Rate</u>		
September 25, 1975	6-3/4%		<u>200,000.00</u>
			<u>\$741,920.78</u>

ACCOUNTS RECEIVABLE - \$150,549.41:

Accounts receivable represent reimbursements and recoveries related to the current and prior year's expenditures, and will not be recorded as revenues until received. Included in this total are claims to the State of California for \$127,144.74 for disaster assistance and an insurance claim of \$9,175.75 arising from the Robson house fire in the prior year, collection of which is contingent upon disbursement of replacement costs. Also included is \$2,427.18 for street improvements recoverable over a 10 year period.

ACCOUNTS PAYABLE - \$9,454.34.
RESERVE FOR ENCUMBRANCES - \$62,297.71.

Accounts payable consist of amounts due for materials and services furnished the Town to June 30, 1975 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1975, the benefits of which were received after that date.

DEFERRED REVENUES - RECREATION DEPARTMENT - \$5,216.00:

These deferred revenues represent funds collected for use in the Town's promotional and recreational activities after June 30, 1975.

DEPOSIT TRUST FUNDS - \$8,054.67:

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

TOWN OF SAN ANSELMO
STATISTICAL DATA - REVENUES BY SOURCE

	Fiscal Year Ended June 30,				
	1975	1974	1973	1972	1971
Taxes	\$1,318,142	\$1,247,489	\$1,043,295	\$ 985,931	\$ 914,183
Licenses and permits	43,661	49,578	51,090	54,513	43,548
Fines, forfeitures and penalties	59,690	52,898	47,222	32,978	29,325
Revenue from use of money and property	57,241	71,569	30,313	22,214	17,834
Revenue from other agencies	396,178	483,487	384,591	273,260	264,100
Charges for current services	167,227	131,498	110,873	91,323	85,938
County subvention	1,680	2,080	6,280	5,980	198
Federal subvention		14,869	42,058	22,079	
Other revenue	<u>67,446</u>	<u>54,957</u>	<u>37,298</u>	<u>60,346</u>	<u>73,503</u>
Total revenues	<u>\$2,111,265</u>	<u>\$2,108,425</u>	<u>\$1,753,020</u>	<u>\$1,548,624</u>	<u>\$1,428,629</u>
 Town tax rate	<u>\$2.35</u>	<u>\$2.35</u>	<u>\$2.35</u>	<u>\$2.25</u>	<u>\$2.35</u>

TOWN OF SAN ANSELMO

STATISTICAL DATA - EXPENDITURES BY FUNCTION (NOTE)

JUNE 30, 1975

	Fiscal Year Ended June 30,				
	1975	1974	1973	1972	1971
General fund:					
General government	\$ 124,129	\$ 103,182	\$ 89,648	\$ 81,909	\$ 85,125
Fire department	440,962	343,009	381,744	296,207	298,324
Police department	451,675	391,954	330,393	289,355	287,278
Building regulation	23,060	22,907	19,086	18,003	18,577
Animal regulation	5,001	5,141	5,951	5,718	5,960
Engineering and administration	49,997	46,318	33,891	38,245	39,690
Street construction	59,533	329,787	7,232	48,905	39,417
Street maintenance	351,068	167,723	125,997	135,422	169,584
Street lighting	32,074	27,844	28,751	26,858	26,590
Street sweeping	20,837	16,435	14,962	15,520	17,822
Traffic signals	11,635	8,162	7,060	6,849	6,458
Weed cleaning		8	23	886	1,222
Municipal shop	27,285	20,686	22,062	19,011	16,073
Parking lots	4,459	79,422	3,703	1,199	790
Planning	47,842	47,633	37,629	41,874	
Storm drains	90,261	2,190	861	32,204	13,096
Total general fund	1,739,818	1,612,401	1,108,993	1,058,165	1,026,006
Workmen's compensation and health insurance fund					
Library fund	Note	64,035	45,866	44,977	
Retirement and social security fund	102,539	94,460	78,178	69,953	63,887
Federal revenue sharing	193,800	159,147	132,583	121,179	119,995
Parks	151,790	37,022			
Robson-Harrington Park Fund	53,586	74,868	37,706	37,875	83,714
Recreation Fund	42,451	27,115	31,943	21,625	Note
	86,276	69,072	52,242	43,947	Note
Total all funds	\$2,370,260	\$2,138,120	\$1,487,511	\$1,397,721	\$1,293,602

The expenditures for 1975 include encumbrances at June 30, 1975. For prior years, encumbrances at year-end are not included because they were reappropriated in the following year and are included in the year expended in accordance with the Town's accounting policies then in use.

Workmen's compensation and health insurance were separately funded for the fiscal years ended June 30, 1972 through 1974. To that extent expenditures of certain other funds are distorted for comparative purposes.

The Parks fund was not segregated for the Robson-Harrington Park Fund and the Recreation Fund until the fiscal year ended June 30, 1972.