

# LINDQUIST, VON HUSEN AND JOYCE

FRED J. VON HUSEN  
JOHN F. JOYCE  
NORMAN THOMAS  
ARTHUR F. ROBIN  
ERIC L. HEDEN  
FRED E. LUNDBERG  
RUDOLPH E. LINDQUIST  
ASSOCIATE

CERTIFIED PUBLIC ACCOUNTANTS  
120 MONTGOMERY STREET  
SAN FRANCISCO 94104  
433-0200

The Honorable Board of Councilmen  
of City of San Anselmo:

We have examined the balance sheet of the several funds of the City of San Anselmo as of June 30, 1973 and the related statements of revenues, expenditures and 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 accordance with practices followed by many municipalities, the City's accounts are kept on a modified cash basis under which only expenses are accrued.

The City's general fixed assets are recorded at values based principally on appraisals. Our audit procedures were not extended beyond the verification of amounts expended for acquisitions during the current year. No provision has been made for depreciation of physical properties.

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 City of San Anselmo at June 30, 1973 and the transactions therein for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

*Lindquist, von Husen & Joyce*

September 22, 1973

TABLE OF CONTENTS

Balance Sheet - All Funds	-	Exhibit A
Statement of Changes in Fund Balances	-	Exhibit B
Statement of Revenue - Estimated and Actual	-	Exhibit C
Statement of Expenditures and Encumbrances Compared with Appropriations	-	Exhibit D
Comments	-	Pages 1 and 2

\* \* \* \* \*

CITY OF SAN ANSELMO  
BALANCE SHEET - ALL FUNDS  
JUNE 30, 1973

<u>ASSETS</u>	<u>Total</u>	<u>General Fund</u>	<u>Planning Fund</u>	<u>Library Fund</u>	<u>Parks Fund</u>	<u>Robson-Harrington Park Fund</u>	<u>Recreation Fund</u>	<u>Workmens' Compensation And Health Insurance Fund</u>	<u>Retirement And Social Security Fund</u>	<u>Gas Tax Fund</u>	<u>Storm Drains Fund</u>	<u>Federal Revenue Sharing Fund</u>	<u>General Fixed Assets</u>
Cash	\$ 957,583.19	\$478,815.01	\$12,136.62	\$22,804.72	\$21,303.94	\$9,134.23	\$18,950.29	\$22,049.12	\$54,192.37	\$201,827.27	\$17,916.36	\$98,453.26	
Accounts receivable	148,959.66	148,959.66											
General fixed assets	<u>1,423,955.07</u>												<u>\$1,423,955.07</u>
<b>TOTAL</b>	<u>\$2,530,497.92</u>	<u>\$627,774.67</u>	<u>\$12,136.62</u>	<u>\$22,804.72</u>	<u>\$21,303.94</u>	<u>\$9,134.23</u>	<u>\$18,950.29</u>	<u>\$22,049.12</u>	<u>\$54,192.37</u>	<u>\$201,827.27</u>	<u>\$17,916.36</u>	<u>\$98,453.26</u>	<u>\$1,423,955.07</u>
<u>LIABILITIES, RESERVES AND SURPLUS</u>													
Accounts payable	\$ 21,921.60	\$ 15,051.97	\$ 211.36	\$ 820.24	\$ 4,024.29	\$ 606.26	\$ 781.88						
Reserve for encumbrances	161,139.40	149,366.10		6,527.82		395.00	147.17				\$ 425.60		
Deposit trust funds	11,606.32	8,311.57					3,294.75				4,703.31		
Reserve for receivables	148,959.66	148,959.66											
Reserve for imprest funds	408.27	308.27		100.00									
Investment in fixed assets	1,423,955.07												\$1,423,955.07
Reserves for designated purposes:													
Capital outlay	96,325.01	96,325.01											
Parking lot.	11,509.15	11,509.15											
Fund balance	<u>654,673.44</u>	<u>197,942.94</u>	<u>11,925.26</u>	<u>15,356.66</u>	<u>17,279.65</u>	<u>8,132.97</u>	<u>14,726.49</u>	<u>\$22,049.12</u>	<u>\$54,192.37</u>	<u>\$201,827.27</u>	<u>12,787.45</u>	<u>\$98,453.26</u>	
<b>TOTAL</b>	<u>\$2,530,497.92</u>	<u>\$627,774.67</u>	<u>\$12,136.62</u>	<u>\$22,804.72</u>	<u>\$21,303.94</u>	<u>\$9,134.23</u>	<u>\$18,950.29</u>	<u>\$22,049.12</u>	<u>\$54,192.37</u>	<u>\$201,827.27</u>	<u>\$17,916.36</u>	<u>\$98,453.26</u>	<u>\$1,423,955.07</u>

EXHIBIT A

CITY OF SAN ANSELMO  
STATEMENT OF CHANGES IN FUND BALANCES  
YEAR ENDED JUNE 30, 1973

	Total	General Fund	Planning Fund	Library Fund	Parks Fund	Robson-Harrington Park Fund	Recreation Fund	Workmens' Compensation And Health Insurance Fund	Retirement And Social Security Fund	Gas Tax Fund	Storm Drains Fund	Federal Revenue Sharing Fund
<u>BALANCES, JULY 1, 1972</u>	<u>\$ 508,704.74</u>	<u>\$ 302,203.55</u>	<u>\$(6,158.00)</u>	<u>\$ 20,645.08</u>	<u>\$13,775.27</u>	<u>\$13,090.50</u>	<u>\$ 5,145.38</u>	<u>\$ 9,172.63</u>	<u>\$ 18,021.69</u>	<u>\$132,892.63</u>	<u>\$ (83.99)</u>	
<u>REVENUES:</u>												
Taxes	1,043,295.35	631,180.47	25,751.78	68,687.90	37,777.10	20,598.98	37,777.10	53,241.67	154,547.66		13,732.69	
Licenses and permits	51,090.35	50,440.35	650.00									
Fines, forfeitures and penalties	47,222.19	42,011.57		5,210.62								
Revenue from use of money and property	30,312.93	20,503.38										
Revenue from other agencies	384,590.51	150,833.27								7,460.29		\$ 2,349.26
Charges for current services	110,873.05	73,412.70			301.00	220.00	22,333.56	3,980.36	10,625.43	137,653.24		96,104.00
County subvention	6,280.00			4,600.00			1,680.00					
Federal subvention	42,058.26	6,037.56	25,015.57		2,952.09	2,952.09		1,520.50	3,580.45			
Other revenue	37,298.33	35,203.33	2,095.00									
Total revenues	1,753,020.97	1,009,622.63	53,512.35	78,498.52	41,030.19	23,771.07	61,790.66	58,742.53	168,753.54	145,113.53	13,732.69	98,453.26
Fund transfers		76,178.89								(76,178.89)		
Cancellation of prior year's encumbrances	55,201.16	43,769.99	2,199.84	918.75		3,609.27					4,703.31	
Increase in imprest fund cash	(50.00)	(50.00)										
Segregation for parking lot	(11,509.15)	(11,509.15)										
Interest applicable to Reserve for Designated Purposes - Capital Outlay (note)	(4,744.83)	(4,744.83)										
Adjustments	2,701.24	2,341.24			180.00		180.00					
Total available	2,303,324.13	1,417,812.32	49,554.19	100,062.35	54,985.46	40,470.84	67,116.04	67,915.16	186,775.23	201,827.27	18,352.01	98,453.26
<u>EXPENDITURES AND ENCUMBRANCES:</u>												
General government	91,470.90	91,470.90										
Public safety	727,793.42	727,793.42										
Public works	406,169.62	400,605.06										
Planning	37,628.93		37,628.93								5,564.56	
Library	84,705.69			84,705.69								
Parks and recreation	122,433.23				37,705.81	32,337.87	52,389.55					
Workmens' compensation and health insurance	45,866.04							45,866.04				
Retirement and social security	132,582.86								132,582.86			
Total expenditures and encumbrances	1,648,650.69	1,219,869.38	37,628.93	84,705.69	37,705.81	32,337.87	52,389.55	45,866.04	132,582.86		5,564.56	
<u>BALANCES, JUNE 30, 1973</u>	<u>\$ 654,673.44</u>	<u>\$ 197,942.94</u>	<u>\$11,925.26</u>	<u>\$ 15,356.66</u>	<u>\$17,279.65</u>	<u>\$ 8,132.97</u>	<u>\$14,726.49</u>	<u>\$22,049.12</u>	<u>\$ 54,192.37</u>	<u>\$201,827.27</u>	<u>\$12,787.45</u>	<u>\$98,453.26</u>

Note: 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. Interest on these reserved funds is segregated from the revenues of the General Fund.

## CITY OF SAN ANSELMO

## STATEMENT OF REVENUE - ESTIMATED AND ACTUAL

YEAR ENDED JUNE 30, 1973

	<u>Estimated</u>	<u>Actual</u>	<u>Over (Under) Estimated</u>
<b>GENERAL FUND:</b>			
Taxes:			
Property taxes:			
Current year	\$ 367,647.00	\$ 384,530.99	\$ 16,883.99
Prior years	13,734.00	10,424.12	(3,309.88)
Sales and use taxes	184,000.00	196,465.52	12,465.52
Franchises	27,500.00	29,513.96	2,013.96
Transfer tax	7,000.00	10,245.88	3,245.88
	<u>599,881.00</u>	<u>631,180.47</u>	<u>31,299.47</u>
Licenses and permits:			
Business licenses	30,000.00	31,745.16	1,745.16
Animal licenses	5,800.00	5,952.00	152.00
Permits	11,200.00	12,743.19	1,543.19
	<u>47,000.00</u>	<u>50,440.35</u>	<u>3,440.35</u>
Fines, forfeitures and penalties:			
Vehicle code fines	12,000.00	21,620.88	9,620.88
Other court fines	11,000.00	20,390.69	9,390.69
	<u>23,000.00</u>	<u>42,011.57</u>	<u>19,011.57</u>
Revenue from use of money and property:			
Interest	12,000.00	19,703.38	7,703.38
Rental	800.00	800.00	
	<u>12,800.00</u>	<u>20,503.38</u>	<u>7,703.38</u>
Revenue from other agencies:			
Cigarette tax	39,000.00	38,321.64	(678.36)
Alcoholic beverage license fees	7,000.00	7,258.59	258.59
Motor vehicle in-lieu tax	97,000.00	104,588.04	7,588.04
Trailer coach in-lieu tax	600.00	665.00	65.00
	<u>143,600.00</u>	<u>150,833.27</u>	<u>7,233.27</u>
Charges for current service:			
Sleepy Hollow Fire District	71,597.00	72,629.32	1,032.32
Town of Ross	700.00	783.38	83.38
	<u>72,297.00</u>	<u>73,412.70</u>	<u>1,115.70</u>
Federal subvention	<u>7,515.00</u>	<u>6,037.56</u>	<u>(1,477.44)</u>
Other income	<u>17,000.00</u>	<u>35,203.33</u>	<u>18,203.33</u>
Total general fund - forward	923,093.00	1,009,622.63	86,529.63

EXHIBIT C - (CONTINUED)

CITY OF SAN ANSELMO

STATEMENT OF REVENUE - ESTIMATED AND ACTUAL

YEAR ENDED JUNE 30, 1973

	<u>Estimated</u>	<u>Actual</u>	Over (Under) <u>Estimated</u>
Brought Forward	\$ 923,093.00	\$1,009,622.63	\$ 86,529.63
<u>PLANNING FUND:</u>			
Property taxes:			
Current year	23,878.00	25,072.05	1,194.05
Prior years	892.00	679.73	(212.27)
Federal subvention	25,698.00	25,015.57	(682.43)
Zoning and subdivision fees	700.00	650.00	(50.00)
Other income		2,095.00	2,095.00
Total planning fund	<u>51,168.00</u>	<u>53,512.35</u>	<u>2,344.35</u>
<u>LIBRARY FUND:</u>			
Property taxes:			
Current year	64,908.00	66,874.93	1,966.93
Prior years	2,425.00	1,812.97	(612.03)
County subvention		4,600.00	4,600.00
Library fines and rentals	5,000.00	5,210.62	210.62
Total library fund	<u>72,333.00</u>	<u>78,498.52</u>	<u>6,165.52</u>
<u>PARKS FUND:</u>			
Property taxes:			
Current year	34,309.00	36,779.98	2,470.98
Prior years	1,282.00	997.12	(284.88)
Federal subvention	3,696.00	2,952.09	(743.91)
Other income		301.00	301.00
Total parks fund	<u>39,287.00</u>	<u>41,030.19</u>	<u>1,743.19</u>
<u>ROBSON-HARRINGTON PARK FUND:</u>			
Property taxes:			
Current year	16,231.00	20,055.16	3,824.16
Prior years	606.00	543.82	(62.18)
Rent	660.00	220.00	(440.00)
Federal subvention	3,696.00	2,952.09	(743.91)
Total Robson-Harrington Park fund	<u>21,193.00</u>	<u>23,771.07</u>	<u>2,578.07</u>
<u>RECREATION FUND:</u>			
Property taxes:			
Current year	34,648.00	36,779.98	2,131.98
Prior years	1,294.00	997.12	(296.88)
County subvention	1,680.00	1,680.00	
School district	4,112.00	4,115.00	3.00
Recreation fees	8,700.00	18,218.56	9,518.56
Total recreation fund	<u>50,434.00</u>	<u>61,790.66</u>	<u>11,356.66</u>

## CITY OF SAN ANSELMO

## STATEMENT OF REVENUE - ESTIMATED AND ACTUAL

YEAR ENDED JUNE 30, 1973

	<u>Estimated</u>	<u>Actual</u>	<u>Over (Under) Estimated</u>
<u>WORKMENS' COMPENSATION AND HEALTH INSURANCE FUND:</u>			
Property taxes:			
Current year	\$ 50,071.00	\$ 51,836.62	\$ 1,765.62
Prior years	1,871.00	1,405.05	(465.95)
Federal subvention	1,878.00	1,520.50	(357.50)
Sleepy Hollow Fire District	3,921.00	3,980.36	59.36
Workmens' compensation insurance refund	<u>4,000.00</u>		<u>(4,000.00)</u>
Total workmens' compensation and health insurance fund	<u>61,741.00</u>	<u>58,742.53</u>	<u>(2,998.47)</u>
<u>RETIREMENT AND SOCIAL SECURITY FUND:</u>			
Property taxes:			
Current year	145,711.00	150,468.64	4,757.64
Prior years	5,443.00	4,079.02	(1,363.98)
Federal subvention	4,261.00	3,580.45	(680.55)
Sleepy Hollow Fire District	<u>8,871.00</u>	<u>10,625.43</u>	<u>1,754.43</u>
Total retirement and social security fund	<u>164,286.00</u>	<u>168,753.54</u>	<u>4,467.54</u>
<u>GAS TAX FUND:</u>			
Construction and maintenance - matching funds not required	65,553.00	66,627.74	1,074.74
Construction and maintenance - matching funds required	56,676.00	58,879.50	2,203.50
Engineering	3,000.00	3,000.00	
Interest	4,000.00	7,460.29	3,460.29
County subvention	25,591.00		(25,591.00)
TOPICS	<u>37,443.00</u>	<u>9,146.00</u>	<u>(28,297.00)</u>
Total gas tax fund	<u>192,263.00</u>	<u>145,113.53</u>	<u>(47,149.47)</u>
<u>STORM DRAINS FUND:</u>			
Property taxes:			
Current year	12,122.00	13,370.12	1,248.12
Prior years	<u>453.00</u>	<u>362.57</u>	<u>(90.43)</u>
Total storm drains fund	<u>12,575.00</u>	<u>13,732.69</u>	<u>1,157.69</u>
<u>FEDERAL REVENUE SHARING FUND:</u>			
Federal revenue sharing funds		96,104.00	96,104.00
Interest		<u>2,349.26</u>	<u>2,349.26</u>
Total federal revenue sharing fund		<u>98,453.26</u>	<u>98,453.26</u>
<u>TOTAL REVENUE</u>	<u>\$1,588,373.00</u>	<u>\$1,753,020.97</u>	<u>\$164,647.97</u>

EXHIBIT C - (CONCLUDED)

CITY OF SAN ANSELMO  
STATEMENT OF EXPENDITURES AND ENCUMBRANCES  
COMPARED WITH APPROPRIATIONS  
YEAR ENDED JUNE 30, 1973

	<u>Appropriations (After Revisions)</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Under (Over) Appropriations</u>
<u>GENERAL FUND:</u>				
General government	\$ 88,506.00	\$ 89,647.56	\$ 2,038.80	\$ (3,180.36)
Fire department	390,929.00	381,745.50	8,499.45	684.05
Police department	343,224.00	330,392.80	7,155.67	5,675.53
Building regulation	19,423.00	19,085.78	92.30	244.92
Animal regulation	5,800.00	5,951.50		(151.50)
Engineering and admin- istration	39,767.00	33,890.52	1,375.00	4,501.48
Street construction	268,595.00	7,232.00	118,954.00	142,409.00
Street maintenance	150,545.00	125,997.02	10,970.88	13,577.10
Street lighting	28,900.00	28,750.86		149.14
Street sweeping	15,508.00	14,962.24		545.76
Traffic signals	6,175.00	7,059.69		(884.69)
Weed cleaning	25.00	22.61		2.39
Municipal shop	22,687.00	22,062.06		624.94
Parking lots	4,395.00	3,703.14	280.00	411.86
Total general fund	1,384,479.00	1,070,503.28	149,366.10	164,609.62
<u>PLANNING FUND</u>	42,867.00	37,628.93		5,238.07
<u>LIBRARY FUND</u>	85,551.00	78,177.87	6,527.82	845.31
<u>PARK FUND</u>	48,152.00	37,705.81		10,446.19
<u>ROBSON-HARRINGTON PARK FUND</u>	33,451.00	31,942.87	395.00	1,113.13
<u>RECREATION FUND</u>	55,327.00	52,242.38	147.17	2,937.45
<u>WORKMENS' COMPENSATION AND HEALTH INSURANCE FUND</u>	54,741.00	45,866.04		8,874.96
<u>RETIREMENT AND SOCIAL SECURITY FUND</u>	131,286.00	132,582.86		(1,296.86)
<u>STORM DRAINS FUND</u>	8,778.00	861.25	4,703.31	3,213.44
<u>FEDERAL REVENUE SHARING FUND</u>	-	-		-
<u>TOTAL</u>	<u>\$1,844,632.00</u>	<u>\$1,487,511.29</u>	<u>\$161,139.40</u>	<u>\$195,981.31</u>



COMMENTS ON BALANCE SHEET

CASH - \$957,583.19:

This balance consists of the following:

Petty cash:			
City offices	\$	300.00	
Library		<u>100.00</u>	\$ 400.00
Demand deposits:			
Wells Fargo Bank		55,674.92	
Crocker National Bank		1,500.00	
Bank of America - Bail Trust Fund		<u>8.27</u>	57,183.19

Time deposits - Bank of America:

<u>Maturity date</u>	<u>Interest rate</u>		
July 22, 1973	7-3/4%	150,000.00	
August 24, 1973	7-1/4%	150,000.00	
September 21, 1973	7%	100,000.00	
October 13, 1973	7%	200,000.00	
November 19, 1973	8%	100,000.00	
November 23, 1973	7-3/8%	<u>200,000.00</u>	<u>900,000.00</u>
<u>TOTAL</u>			<u>\$957,583.19</u>

ACCOUNTS RECEIVABLE - \$148,959.66:

These represent reimbursements and recoveries related to the current year's expenditures, and will not be recorded as revenues until received. Included in this total are claims to federal agencies of \$145,400.00

GENERAL FIXED ASSETS - \$1,423,955.07:

The City 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. 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.

Except for additions and disposals during the year under review, we did not verify the individual valuations.

ACCOUNTS PAYABLE - \$21,921.60  
RESERVE FOR ENCUMBRANCES - \$161,139.40

Accounts payable consist of amounts due for materials and services furnished the City to June 30, 1973 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1973, the benefits of which were received after that date.

DEPOSIT TRUST FUNDS - \$11,606.32:

Of this amount, \$8,311.57 represents deposits received for street openings, etc., and will be taken into revenue when earned or refunded to the depositor. The balance of \$3,294.75 represents funds collected for use in the City's promotional and recreational activities.

GENERAL COMMENTS

BUDGETARY:

Actual revenues during the year were \$164,647.97 more than those estimated, as shown in Exhibit C.

Expenditures for the year were \$195,981.31 less than appropriations, as shown in Exhibit D.

\* \* \* \* \*