

LINDQUIST, VON HUSEN AND JOYCE

CERTIFIED PUBLIC ACCOUNTANTS

120 MONTGOMERY STREET

SAN FRANCISCO 94104

433-0200

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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, 1972 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, 1972 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 1, 1972

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

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CITY OF SAN ANSELMO
BALANCE SHEET - ALL FUNDS
JUNE 30, 1972

<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>General Fixed Assets</u>
Cash	\$ 706,035.49	\$458,866.29	\$2,063.08	\$22,220.20	\$18,234.40	\$24,124.66	\$9,820.59	\$9,172.63	\$18,021.69	\$132,892.63	\$10,619.32	
Accounts receivable	1,075.16	1,075.16										
Due from (to) other fund	-	6,000.00									(6,000.00)	
General fixed assets	<u>1,354,194.85</u>											<u>\$1,354,194.85</u>
TOTAL	<u>\$2,061,305.50</u>	<u>\$465,941.45</u>	<u>\$2,063.08</u>	<u>\$22,220.20</u>	<u>\$18,234.40</u>	<u>\$24,124.66</u>	<u>\$9,820.59</u>	<u>\$9,172.63</u>	<u>\$18,021.69</u>	<u>\$132,892.63</u>	<u>\$ 4,619.32</u>	<u>\$1,354,194.85</u>
<u>LIABILITIES, RESERVES AND SURPLUS</u>												
Accounts payable	\$ 42,975.97	\$ 22,267.88	\$6,021.24	\$ 556.37	\$ 4,459.13	\$ 7,424.89	\$2,246.46					
Reserve for encumbrances	55,201.16	43,769.99	2,199.84	918.75		3,609.27					\$ 4,703.31	
Deposit trust funds	7,216.68	4,787.93					2,428.75					
Reserve for receivables	1,075.16	1,075.16										
Reserve for imprest funds	356.76	256.76		100.00								
Investment in fixed assets	1,354,194.85											\$1,354,194.85
Reserve for designated purposes - capital outlay	91,580.18	91,580.18										
Fund balances	<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>	
TOTAL	<u>\$2,061,305.50</u>	<u>\$465,941.45</u>	<u>\$2,063.08</u>	<u>\$22,220.20</u>	<u>\$18,234.40</u>	<u>\$24,124.66</u>	<u>\$9,820.59</u>	<u>\$9,172.63</u>	<u>\$18,021.69</u>	<u>\$132,892.63</u>	<u>\$ 4,619.32</u>	<u>\$1,354,194.85</u>

EXHIBIT A

CITY OF SAN ANSELMO
STATEMENT OF CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 1972

	<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>BALANCES, JULY 1, 1971</u>	<u>\$ 375,732.76</u>	<u>\$ 203,976.97</u>		<u>\$16,502.62</u>	<u>\$22,642.82</u>		<u>\$ 937.18</u>		<u>\$ 41,627.98</u>	<u>\$ 89,921.08</u>	<u>\$ 124.11</u>
<u>REVENUES:</u>											
Taxes	985,930.77	652,510.53	\$21,053.28	64,891.67	36,243.37	\$34,511.56	25,541.96	\$47,249.83	86,975.75		16,952.82
Licenses and permits	54,512.72	53,981.59	531.13								
Fines, forfeitures and penalties	32,978.16	27,806.60		5,171.56							
Revenue from use of money and property	22,214.12	16,880.11								5,334.01	
Revenue from other agencies	273,260.48	144,148.84								129,111.64	
Charges for current services	91,323.37	64,375.23			651.37	770.00	12,918.78	3,468.08	9,139.91		
County subvention	5,980.00			4,300.00			1,680.00				
Federal subvention	22,079.48	3,380.85	14,521.80		1,112.40	1,112.40		494.82	1,457.21		
Other revenue	60,346.12	54,668.95	1,810.00			930.51		2,936.66			
<u>Total revenues</u>	<u>1,548,625.22</u>	<u>1,017,752.70</u>	<u>37,916.21</u>	<u>74,363.23</u>	<u>38,007.14</u>	<u>37,324.47</u>	<u>40,140.74</u>	<u>54,149.39</u>	<u>97,572.87</u>	<u>134,445.65</u>	<u>16,952.82</u>
Fund transfers		91,474.10			(9,000.00)	1,000.00	8,000.00			(91,474.10)	
Cancellation of prior year's encumbrances	41,304.10	20,894.68		650.62			14.54				19,744.26
Interest applicable to Reserve For Designated Purposes - Capital Outlay (note)	(4,035.59)	(4,035.59)									
<u>Total available</u>	<u>1,961,626.49</u>	<u>1,330,062.86</u>	<u>37,916.21</u>	<u>91,516.47</u>	<u>51,649.96</u>	<u>38,324.47</u>	<u>49,092.46</u>	<u>54,149.39</u>	<u>139,200.85</u>	<u>132,892.63</u>	<u>36,821.19</u>
<u>EXPENDITURES AND ENCUMBRANCES:</u>											
General government	82,470.74	82,470.74									
Public safety	622,894.49	622,894.49									
Public works	359,399.26	322,494.08									36,905.18
Planning	44,074.21		44,074.21								
Library	70,871.39			70,871.39							
Parks and recreation	107,055.74				37,874.69	25,233.97	43,947.08				
Workmens' compensation and health insurance	44,976.76							44,976.76			
Retirement and social security	121,179.16								121,179.16		
<u>Total expenditures and encumbrances</u>	<u>1,452,921.75</u>	<u>1,027,859.31</u>	<u>44,074.21</u>	<u>70,871.39</u>	<u>37,874.69</u>	<u>25,233.97</u>	<u>43,947.08</u>	<u>44,976.76</u>	<u>121,179.16</u>		<u>36,905.18</u>
<u>BALANCES, JUNE 30, 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>

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 on the General Fund.

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1972

	<u>Estimated</u>	<u>Actual</u>	<u>Over (Under) Estimated</u>
<u>GENERAL FUND:</u>			
Taxes:			
Property taxes:			
Current year	\$ 415,864.00	\$ 426,909.51	\$ 11,045.51
Prior years	15,402.00	16,258.18	856.18
Sales and use taxes	155,000.00	172,819.98	17,819.98
Franchises	25,000.00	28,150.19	3,150.19
Transfer tax	3,800.00	8,372.67	4,572.67
	<u>615,066.00</u>	<u>652,510.53</u>	<u>37,444.53</u>
Licenses and permits:			
Business licenses	28,000.00	31,364.88	3,364.88
Animal licenses	5,800.00	5,718.00	(82.00)
Permits	8,200.00	16,898.71	8,698.71
	<u>42,000.00</u>	<u>53,981.59</u>	<u>11,981.59</u>
Fines, forfeitures and penalties:			
Vehicle code fines	10,000.00	14,993.06	4,993.06
Other court fines	11,000.00	12,813.54	1,813.54
	<u>21,000.00</u>	<u>27,806.60</u>	<u>6,806.60</u>
Revenue from use of money and property:			
Interest	10,000.00	16,080.11	6,080.11
Rental	800.00	800.00	
	<u>10,800.00</u>	<u>16,880.11</u>	<u>6,080.11</u>
Revenue from other agencies:			
Cigarette tax	38,000.00	39,078.43	1,078.43
Alcoholic beverage license fees	6,500.00	7,297.38	797.38
Motor vehicle in-lieu tax	96,000.00	97,096.73	1,096.73
Trailer coach in-lieu tax	500.00	676.30	176.30
	<u>141,000.00</u>	<u>144,148.84</u>	<u>3,148.84</u>
Charges for current service:			
Sleppy Hollow Fire District	68,993.00	64,242.68	(4,750.32)
City of Fairfax		132.55	132.55
	<u>68,993.00</u>	<u>64,375.23</u>	<u>(4,617.77)</u>
Federal subvention	-	3,380.85	3,380.85
Other income	25,006.00	54,668.95	29,662.95
Total general fund - forward	923,865.00	1,017,752.70	93,887.70

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1972

	<u>Estimated</u>	<u>Actual</u>	<u>Over (Under) Estimated</u>
Brought Forward	\$ 923,865.00	\$1,017,752.70	\$ 93,887.70
<u>PLANNING FUND:</u>			
Property taxes:			
Current year	19,700.00	20,280.93	580.93
Prior years	730.00	772.35	42.35
Federal subvention	20,000.00	14,521.80	(5,478.20)
Zoning and subdivision fees	700.00	531.13	(168.87)
Other income	<u> </u>	<u>1,810.00</u>	<u>1,810.00</u>
Total planning fund	<u>41,130.00</u>	<u>37,916.21</u>	<u>(3,213.79)</u>
<u>LIBRARY FUND:</u>			
Property taxes:			
Current year	60,858.00	62,511.04	1,653.04
Prior years	2,254.00	2,380.63	126.63
County subvention		4,300.00	4,300.00
Library fines and rentals	<u>5,000.00</u>	<u>5,171.56</u>	<u>171.56</u>
Total library fund	<u>68,112.00</u>	<u>74,363.23</u>	<u>6,251.23</u>
<u>PARKS FUND:</u>			
Property taxes:			
Current year	33,961.00	34,913.73	952.73
Prior years	1,258.00	1,329.64	71.64
Federal subvention	35,500.00	1,112.40	(34,387.60)
School District	9,500.00		(9,500.00)
Other income	<u> </u>	<u>651.37</u>	<u>651.37</u>
Total parks fund	<u>80,219.00</u>	<u>38,007.14</u>	<u>(42,211.86)</u>
<u>ROBSON-HARRINGTON PARK FUND:</u>			
Property taxes:			
Current year	32,516.00	33,245.47	729.47
Prior years	1,204.00	1,266.09	62.09
Rent	610.00	770.00	160.00
Federal subvention	17,250.00	1,112.40	(16,137.60)
School District	2,250.00		(2,250.00)
Other income	<u> </u>	<u>930.51</u>	<u>930.51</u>
Total Robson-Harrington Park fund	<u>53,820.00</u>	<u>37,324.47</u>	<u>(16,505.53)</u>
<u>RECREATION FUND:</u>			
Property taxes:			
Current year	23,861.00	24,604.93	743.93
Prior years	884.00	937.03	53.03
County subvention	1,680.00	1,680.00	
Summer day camp		2,105.10	2,105.10
Recreation fees	<u>17,000.00</u>	<u>10,813.68</u>	<u>(6,186.32)</u>
Total recreation fund	<u>43,425.00</u>	<u>40,140.74</u>	<u>(3,284.26)</u>

CITY OF SAN ANSELMO

STATEMENT OF REVENUE - ESTIMATED AND ACTUAL

YEAR ENDED JUNE 30, 1972

	<u>Estimated</u>	<u>Actual</u>	<u>Over (Under) Estimated</u>
<u>WORKMENS' COMPENSATION AND HEALTH INSURANCE FUND:</u>			
Property taxes:			
Current year	\$ 44,524.00	\$ 45,512.95	\$ 988.95
Prior years	1,649.00	1,736.88	87.88
Federal subvention		494.82	494.82
Sleepy Hollow Fire District	3,548.00	3,468.08	(79.92)
Workmens' compensation insurance refund	<u>10,000.00</u>	<u>2,936.66</u>	<u>(7,063.34)</u>
Total workmens' compensation and health insurance fund	<u>59,721.00</u>	<u>54,149.39</u>	<u>(5,571.61)</u>
<u>RETIREMENT AND SOCIAL SECURITY FUND:</u>			
Property taxes:			
Current year	81,713.00	83,786.96	2,073.96
Prior years	3,026.00	3,188.79	162.79
Federal subvention		1,457.21	1,457.21
Sleepy Hollow Fire District	<u>8,285.00</u>	<u>9,139.91</u>	<u>854.91</u>
Total retirement and social security fund	<u>93,024.00</u>	<u>97,572.87</u>	<u>4,548.87</u>
<u>GAS TAX FUND:</u>			
Construction and maintenance - matching funds not required	64,612.00	66,503.66	1,891.66
Construction and maintenance - matching funds required	57,727.00	59,607.98	1,880.98
Engineering	3,000.00	3,000.00	
Interest	4,000.00	5,334.01	1,334.01
County subvention	25,591.00		(25,591.00)
TOPICS	37,443.00		(37,443.00)
HUD	<u>15,350.00</u>		<u>(15,350.00)</u>
Total gas tax fund	<u>207,723.00</u>	<u>134,445.65</u>	<u>(73,277.35)</u>
<u>STORM DRAINS FUND:</u>			
Property taxes:			
Current year	16,010.00	16,332.29	322.29
Prior years	593.00	620.53	27.53
Flood relief	<u>1,032.00</u>		<u>(1,032.00)</u>
Total storm drains fund	<u>17,635.00</u>	<u>16,952.82</u>	<u>(682.18)</u>
<u>TOTAL REVENUE</u>	<u>\$1,588,684.00</u>	<u>\$1,548,625.22</u>	<u>\$(40,058.78)</u>

CITY OF SAN ANSELMO
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
COMPARED WITH APPROPRIATIONS
YEAR ENDED JUNE 30, 1972

	Appropriations (After Revisions)	<u>Expenditures</u>	<u>Encumbrances</u>	Under (Over) <u>Appropriations</u>
<u>GENERAL FUND:</u>				
General government	\$ 86,488.00	\$ 81,910.24	\$ 560.50	\$ 4,017.26
Fire department	330,330.00	296,206.51	37,332.81	(3,209.32)
Police department	286,977.00	289,355.17		(2,378.17)
Building regulation	17,969.00	18,003.46		(34.46)
Animal regulation	5,800.00	5,718.00		82.00
Engineering and admin- istration	38,123.00	38,245.34		(122.34)
Street construction	227,396.00	48,904.68	200.00	178,291.32
Street maintenance	140,607.00	135,422.23	3,787.31	1,397.46
Street lighting	28,015.00	26,858.34		1,156.66
Street sweeping	15,470.00	15,520.10		(50.10)
Traffic signals	8,688.00	6,848.54	75.00	1,764.46
Weed cleaning	1,250.00	886.35		363.65
Municipal shop	19,259.00	19,011.31	1,779.37	(1,531.68)
Parking lots	1,381.00	1,199.05	35.00	146.95
Total general fund	1,207,753.00	984,089.32	43,769.99	179,893.69
<u>PLANNING FUND</u>	38,130.00	41,874.37	2,199.84	(5,944.21)
<u>LIBRARY FUND</u>	73,319.00	69,952.64	918.75	2,447.61
<u>PARK FUND</u>	93,203.00	37,874.69		55,328.31
<u>ROBSON-HARRINGTON PARK FUND</u>	50,086.00	21,624.70	3,609.27	24,852.03
<u>RECREATION FUND</u>	43,225.00	43,947.08		(722.08)
<u>WORKMENS' COMPENSATION AND HEALTH INSURANCE FUND</u>	43,721.00	44,976.76		(1,255.76)
<u>RETIREMENT AND SOCIAL SECURITY FUND</u>	108,368.00	121,179.16		(12,811.16)
<u>STORM DRAINS FUND</u>	40,860.00	32,201.87	4,703.31	3,954.82
<u>TOTAL</u>	<u>\$1,698,665.00</u>	<u>\$1,397,720.59</u>	<u>\$55,201.16</u>	<u>\$245,743.25</u>

COMMENTS ON BALANCE SHEET

CASH - \$706,035.49:

This balance consists of the following:

Petty cash:			
City offices	\$	250.00	
Library		<u>100.00</u>	\$ 350.00
Demand deposits:			
Wells Fargo Bank		54,178.73	
Crocker National Bank		1,500.00	
Bank of America - Bail Trust Fund		<u>6.76</u>	55,685.49

Time deposits - Bank of America:

<u>Maturity date</u>	<u>Interest rate</u>		
July 24, 1972	4%	75,000.00	
July 28, 1972	4-3/8%	75,000.00	
August 24, 1972	4-1/4%	100,000.00	
September 17, 1972	4-3/8%	100,000.00	
October 25, 1972	4-3/4%	100,000.00	
October 25, 1972	4-3/4%	100,000.00	
December 21, 1972	4-3/4%	<u>100,000.00</u>	<u>650,000.00</u>
<u>TOTAL</u>			<u>\$706,035.49</u>

GENERAL FIXED ASSETS - \$1,354,194.85:

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 - \$42,975.97
RESERVE FOR ENCUMBRANCES - \$55,201.16

Accounts payable consist of amounts due for materials and services furnished the City to June 30, 1972 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1972, the benefits of which were received after that date.

DEPOSIT TRUST FUNDS - \$7,216.68:

Of this amount, \$4,787.93 represents deposits received for street openings, etc., and will be taken into revenue when earned or refunded to the depositor. The balance of \$2,428.75 represents funds collected for use in the City's promotional and recreational activities.

GENERAL COMMENTS

BUDGETARY:

Actual revenues during the year were \$40,058.78 less than those estimated, as shown in Exhibit C.

Expenditures for the year were \$245,743.25 less than appropriations, as shown in Exhibit D.

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