

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

LINDQUIST, VON HUSEN AND JOYCE

CERTIFIED PUBLIC ACCOUNTANTS

120 MONTGOMERY STREET

SAN FRANCISCO 94104

433-0200

August 18, 1970

The Honorable Board of Councilmen
of City of San Anselmo:

We have examined the balance sheets of the several funds of the City of San Anselmo as of June 30, 1970 and the related statements of revenues, expenditures and fund equities 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 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, 1970 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 and Joyce

TABLE OF CONTENTS

Accountants' Report	-	Page 1
Comments	-	Pages 2 and 3
Balance Sheet - All Funds	-	Exhibit A
Statement of Fund Equities	-	Exhibit B
Statement of Revenue - Estimated and Actual	-	Exhibit C
Statement of Expenditures and Encumbrances Compared with Appropriations	-	Exhibit D

* * * * *

COMMENTS ON BALANCE SHEET

CASH - \$398,212.09:

This balance consists of the following:

Petty Cash:			
City offices	\$	250.00	
Library		<u>100.00</u>	\$ 350.00
Demand deposits:			
Wells Fargo Bank		47,166.68	
Crocker-Citizens National Bank		1,500.00	
Bank of America:			
Special assessment district		95.71	
Bail trust fund		<u>16.02</u>	48,778.41
Time deposits - Bank of America:			
Maturity date July 19, 1970			
6-3/4% interest		100,000.00	
Maturity date September 21, 1970			
7% interest		100,000.00	
Maturity date October 18, 1970			
6-1/4% interest		<u>100,000.00</u>	300,000.00
Federal National Mortgage Association			
short term notes - face amount			
\$50,000.00, maturing September 14, 1970,			
priced to yield 7.47%			<u>49,083.68</u>
TOTAL			<u>\$398,212.09</u>

GENERAL FIXED ASSETS - \$1,322,635.13:

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 for which funds were expended during the year under review, we did not verify the individual valuations.

ACCOUNTS PAYABLE \$27,848.19:
RESERVE FOR ENCUMBRANCES - \$13,545.33:

Accounts payable consist of amounts due for materials and services furnished the City to June 30, 1970 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1970, the benefits of which were received after that date.

DEPOSIT TRUST FUNDS - \$3,393.53:

Of this amount, \$2,016.20 represents deposits received for street openings, etc., and will be taken into revenue when earned or refunded to the depositor. The balance of \$1,377.33 represents funds collected for use in the City's promotional and recreational activities.

GENERAL COMMENTS

BUDGETARY:

Actual revenues during the year were \$69,133.67 greater than those estimated, as shown in Exhibit C.

Expenditures for the year were \$55,150.20 less than appropriations, as shown in Exhibit D.

<u>Park and Recreation Fund</u>	<u>Retirement Fund</u>	<u>Gas Tax Fund</u>	<u>Capital Improvements Fund</u>	<u>Storm Drains Fund</u>	<u>Special Assessments District Fund 1959-1</u>	<u>General Fixed Assets</u>
\$31,383.95	\$42,663.22	\$24,039.16	\$51,087.73 7,000.00	\$947.20	\$95.71	
<u>\$31,383.95</u>	<u>\$42,663.22</u>	<u>\$24,039.16</u>	<u>\$58,087.73</u>	<u>\$947.20</u>	<u>\$95.71</u>	<u>\$1,322,635.13</u>
<u><u>\$31,383.95</u></u>	<u><u>\$42,663.22</u></u>	<u><u>\$24,039.16</u></u>	<u><u>\$58,087.73</u></u>	<u><u>\$947.20</u></u>	<u><u>\$95.71</u></u>	<u><u>\$1,322,635.13</u></u>
\$ 1,475.94 1,042.00				500.00		
1,377.33						
<u>27,488.68</u>	<u>42,663.22</u>	<u>24,039.16</u>	<u>58,087.73</u>	<u>447.20</u>	<u>95.71</u>	<u>1,322,635.13</u>
<u><u>\$31,383.95</u></u>	<u><u>\$42,663.22</u></u>	<u><u>\$24,039.16</u></u>	<u><u>\$58,087.73</u></u>	<u><u>\$947.20</u></u>	<u><u>\$95.71</u></u>	<u><u>\$1,322,635.13</u></u>

Library Fund	Park and Recreation Fund	Retirement Fund	Gas Tax Fund	Capital Improvements Fund	Storm Drains Fund	Special Assessment District Fund 1959-1
<u>\$15,876.69</u>	<u>\$ 1,514.22</u>	<u>\$ 40,346.03</u>	<u>\$ 98,401.16</u>	<u>\$33,013.96</u>	<u>\$10,554.69</u>	<u>\$ 95.48</u>
57,049.79	86,977.55	75,380.55		36,661.51	15,400.31	
7,176.13						
			3,306.73	1,849.75		358.93
			117,755.32			
		7,269.55				
50.00	11,357.84					
64,275.92	98,335.39	82,650.10	121,062.05	38,511.26	15,400.31	358.93
			(195,424.05)	3,425.00		
<u>80,152.61</u>	<u>99,849.61</u>	<u>122,996.13</u>	<u>24,039.16</u>	<u>74,950.22</u>	<u>25,955.00</u>	<u>454.41</u>
63,615.30				16,862.49	25,507.80	
	74,590.53					
		80,332.91				358.70
<u>63,615.30</u>	<u>74,590.53</u>	<u>80,332.91</u>		<u>16,862.49</u>	<u>25,507.80</u>	<u>358.70</u>
(941.02)	(2,229.60)					
<u>62,674.28</u>	<u>72,360.93</u>	<u>80,332.91</u>		<u>16,862.49</u>	<u>25,507.80</u>	<u>358.70</u>
<u>\$17,478.33</u>	<u>\$ 27,488.68</u>	<u>\$ 42,663.22</u>	<u>\$ 24,039.16</u>	<u>\$58,087.73</u>	<u>\$ 447.20</u>	<u>\$ 95.71</u>

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1970

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
<u>GENERAL FUND:</u>			
Taxes:			
Property taxes:			
Current year	\$325,611.00	\$336,150.46	\$10,539.46
Prior years	12,985.00	15,874.78	2,889.78
Sales and use taxes	135,000.00	148,479.13	13,479.13
Franchises	15,500.00	17,983.11	2,483.11
Transfer tax	4,000.00	3,674.88	(325.12)
	<u>493,096.00</u>	<u>522,162.36</u>	<u>29,066.36</u>
Licenses and permits:			
Business licenses	22,000.00	25,005.10	3,005.10
Animal licenses	4,000.00	5,089.50	1,089.50
Permits	7,100.00	7,832.65	732.65
	<u>33,100.00</u>	<u>37,927.25</u>	<u>4,827.25</u>
Fines, forfeitures and penalties:			
Vehicle code fines	13,000.00	9,624.51	(3,375.49)
Other court fines	8,000.00	11,788.94	3,788.94
	<u>21,000.00</u>	<u>21,413.45</u>	<u>413.45</u>
Revenue from use of money and property:			
Interest	12,000.00	12,058.39	58.39
Rental	800.00	800.00	-
	<u>12,800.00</u>	<u>12,858.39</u>	<u>58.39</u>
Revenue from other agencies:			
Cigarette tax	35,000.00	36,831.20	1,831.20
Alcoholic beverage license fees	6,500.00	6,237.18	(262.82)
Motor vehicle in-lieu tax	88,000.00	90,172.02	2,172.02
Trailer coach in-lieu tax	400.00	622.54	222.54
	<u>129,900.00</u>	<u>133,862.94</u>	<u>3,962.94</u>
Charges for current service:			
Sleepy Hollow Fire District	56,500.00	57,633.43	1,133.43
Zoning and subdivision fees	400.00	875.00	475.00
	<u>56,900.00</u>	<u>58,508.43</u>	<u>1,608.43</u>
County subvention	<u>91,500.00</u>	<u>91,500.00</u>	-
Other income	<u>17,000.00</u>	<u>22,429.82</u>	<u>5,429.82</u>
Total general fund - forward	855,296.00	900,662.64	45,366.64

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1970

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
Brought forward	\$ 855,296.00	\$ 900,662.64	\$45,366.64
 <u>LIBRARY FUND:</u>			
Property taxes:			
Current year	52,785.00	54,477.09	1,692.09
Prior years	2,105.00	2,572.70	467.70
Library fines and rentals	7,000.00	7,176.13	176.13
Other income	480.00	50.00	(430.00)
Total library fund	<u>62,370.00</u>	<u>64,275.92</u>	<u>1,905.92</u>
 <u>PARK AND RECREATION FUND:</u>			
Property taxes:			
Current year	80,479.00	83,055.25	2,576.25
Prior years	3,210.00	3,922.30	712.30
Other income	5,300.00	11,357.84	6,057.84
Total park and recreation fund	<u>88,989.00</u>	<u>98,335.39</u>	<u>9,346.39</u>
 <u>RETIREMENT FUND:</u>			
Property taxes:			
Current year	69,734.00	71,981.22	2,247.22
Prior years	2,781.00	3,399.33	618.33
Sleepy Hollow Fire District	7,300.00	7,269.55	(30.45)
Total retirement fund	<u>79,815.00</u>	<u>82,650.10</u>	<u>2,835.10</u>
 <u>GAS TAX FUND:</u>			
Construction and maintenance - matching funds not required	58,584.00	61,383.74	2,799.74
Construction and maintenance - matching funds required	51,680.00	53,371.58	1,691.58
Engineering	3,000.00	3,000.00	-
Interest	-	3,306.73	3,306.73
Total gas tax fund	<u>113,264.00</u>	<u>121,062.05</u>	<u>7,798.05</u>
 <u>CAPITAL IMPROVEMENTS FUNDS:</u>			
Property taxes:			
Current year	33,874.00	35,008.24	1,134.24
Prior years	1,351.00	1,653.27	302.27
Interest	2,000.00	1,849.75	(150.25)
Total capital improvements fund	<u>37,225.00</u>	<u>38,511.26</u>	<u>1,286.26</u>
Carried forward	1,236,959.00	1,305,497.36	68,538.36

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1970

	<u>Estimated</u>	<u>Actual</u>	Excess (Deficiency)
Brought forward	<u>\$1,236,959.00</u>	<u>\$1,305,497.36</u>	<u>\$ 68,538.36</u>
<u>STORM DRAINS FUND:</u>			
Property taxes:			
Current year	14,237.00	14,705.82	468.82
Prior year	<u>568.00</u>	<u>694.49</u>	<u>126.49</u>
Total storm drains fund	<u>14,805.00</u>	<u>15,400.31</u>	<u>595.31</u>
Total revenue - city funds	<u>\$1,251,764.00</u>	1,320,897.67	<u>\$ 69,133.67</u>
 <u>SPECIAL ASSESSMENT</u>			
<u>DISTRICT FUND 1959-1:</u>			
Principal and interest		<u>358.93</u>	
<u>TOTAL</u>		<u>\$1,321,256.60</u>	

CITY OF SAN ANSELMO
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
COMPARED WITH APPROPRIATIONS
YEAR ENDED JUNE 30, 1970

	Appropriations (After Revisions)	Expenditures	Encumbrances	Excess (Deficiency)
<u>GENERAL FUND:</u>				
General government	\$ 115,572.00	\$ 90,451.65	\$ 2,101.39	\$23,018.96
Fire department	293,712.00	284,117.41	11,106.08	(1,511.49)
Police department	269,995.00	264,298.39	1,762.82	3,933.79
Building regulation	19,324.00	19,460.61	-	(136.61)
Animal regulation	5,090.00	5,089.50	-	.50
Civil defense	200.00	92.43	-	107.57
Engineering and administration	40,249.00	37,644.25	2,083.33	521.42
Street construction	260,340.00	251,998.47	3,613.34	4,728.19
Street maintenance	150,761.00	133,136.66	15,458.45	2,165.89
Street lighting	24,752.00	23,980.30	-	771.70
Street sweeping	16,451.00	15,462.93	295.07	693.00
Traffic signals	6,800.00	6,573.53	168.26	58.21
Weed cleaning	2,164.00	1,970.07	-	193.93
Municipal shop	16,277.00	14,432.39	387.54	1,457.07
Parking lot	-	335.90	35.00	(370.90)
Total general fund	1,221,687.00	1,149,044.49	37,011.28	35,631.23
<u>LIBRARY FUND</u>	64,087.00	62,251.00	1,364.30	471.70
<u>PARK AND RECREATION FUND</u>	79,615.00	72,072.59	2,517.94	5,024.47
<u>RETIREMENT FUND</u>	85,161.00	80,332.91	-	4,828.09
<u>CAPITAL IMPROVEMENTS FUND</u>	17,225.00	16,862.49	-	362.51
<u>STORM DRAINS FUND</u>	34,340.00	25,007.80	500.00	8,832.20
Total expendi- tures - city funds	<u>\$1,502,115.00</u>	<u>\$1,405,571.28</u>	<u>\$41,393.52</u>	<u>\$55,150.20</u>
<u>SPECIAL ASSESSMENT DISTRICT FUND 1959-1</u>		<u>358.70</u>		
TOTAL		<u>\$1,405,929.98</u>	<u>\$41,393.52</u>	