

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

September 23, 1968

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, 1968 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 the possible variations in the values assigned to fixed assets as described above, the accompanying statements present fairly the financial position of the several funds of the City of San Anselmo at June 30, 1968 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

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COMMENTS ON BALANCE SHEET

CASH - \$467,178.05:

This balance consists of the following:

Petty Cash:		
City offices	\$ 250.00	
Library	<u>100.00</u>	\$ 350.00
Demand deposits:		
Wells Fargo Bank	15,084.99	
Crocker-Citizens National Bank	1,500.00	
Bank of America:		
Special assessment district	237.04	
Bail trust fund	<u>6.02</u>	16,828.05
Time deposits - Bank of America:		
Maturity date July 11, 1968		
5-1/2% interest	200,000.00	
Maturity date September 27, 1968		
5-3/4% interest	125,000.00	
Maturity date December 15, 1968		
5-7/8% interest	<u>125,000.00</u>	<u>450,000.00</u>
TOTAL		<u>\$467,178.05</u>

The City redeposited \$125,000 of the time deposit maturing on July 11, 1968 on a 30-day basis at 5-1/2 percent interest. The remainder, \$75,000, was deposited in the City's regular commercial account.

TAXES RECEIVABLE - \$527.01:

This account represents amounts due at June 30, 1968 for uncollected taxes which became delinquent before the tax collection function was assumed by the County of Marin. It was not considered practicable to determine delinquent taxes for later years on tax rolls being collected by the County of Marin. Taxes receivable have been fully reserved and therefore none of the uncollected taxes is included in revenue.

GENERAL FIXED ASSETS - \$1,032,882.93:

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 \$15,633.43:
RESERVE FOR ENCUMBRANCES - \$79,556.59:

Accounts payable consists of amounts due for materials and services furnished the City to June 30, 1968 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1968, the benefits of which were received after that date.

DEPOSIT TRUST FUNDS - \$5,483.88:

Of this amount, \$2,255.00 represents deposits received for street openings, etc., and will be taken into revenue when earned or refunded to the depositor. The balance of \$3,228.88 represents funds collected for use in the City's promotional and recreational activities.

GENERAL COMMENTS

BUDGETARY:

Actual revenues during the year were \$135,695.13 greater than those estimated, as shown in Exhibit C.

Expenditures for the year were \$77,494.05 less than appropriations, as shown in Exhibit D.

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CITY OF SAN ANSELMO
STATEMENT OF FUND EQUITIES
YEAR ENDED JUNE 30, 1968

	<u>Total</u>	<u>General Fund</u>	<u>Library Fund</u>	<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 Assessment District Fund 1959-1</u>
<u>BALANCES, JULY 1, 1967</u>	\$ <u>327,451.94</u>	\$ <u>202,914.93</u>	\$15,749.26	\$15,598.56	\$20,609.60	\$ 40,097.02	\$15,529.87	\$16,793.95	\$158.75
<u>REVENUES:</u>									
Taxes	690,894.38	497,635.30	43,642.84	49,638.67	69,956.99		28,597.74	1,422.84	
Licenses and permits	35,045.66	35,045.66							
Fines, forfeitures and penalties	28,546.96	21,462.03	7,084.93						
Revenue from use of money and property	17,038.80	11,371.72				5,283.26			383.82
Revenue from other agencies	223,722.92	106,687.98				117,034.94			
Charges for current services	52,636.87	47,457.47			5,179.40				
Other revenue	47,443.36	39,840.39		5,980.29		1,622.68			
Total revenues	1,095,328.95	759,500.55	50,727.77	55,618.96	75,136.39	123,940.88	28,597.74	1,422.84	383.82
Fund transfers		221,700.35				(221,700.35)			
Total available	<u>1,422,780.89</u>	<u>1,184,115.83</u>	<u>66,477.03</u>	<u>71,217.52</u>	<u>95,745.99</u>	<u>(57,662.45)</u>	<u>44,127.61</u>	<u>18,216.79</u>	<u>542.57</u>
<u>EXPENDITURES:</u>									
General government	76,598.85	76,598.85							
Public safety	463,353.74	463,353.74							
Public works	495,455.42	467,252.14					23,143.82	5,059.46	
Library	52,250.44		52,250.44						
Parks and recreation	57,434.71			57,434.71					
Retirement	64,970.79				64,970.79				
Special assessment districts	305.53								305.53
Total expenditures	1,210,369.48	1,007,204.73	52,250.44	57,434.71	64,970.79		23,143.82	5,059.46	305.53
Adjustments of prior year encumbrances and expenditures	(153,427.68)	200.15	(287.76)	396.87		(153,736.94)			
Adjusted expenditures	1,056,941.76	1,007,404.88	51,962.68	57,831.58	64,970.79	(153,736.94)	23,143.82	5,059.46	305.53
<u>BALANCES, JUNE 30, 1968</u>	\$ <u>365,839.09</u>	\$ <u>176,710.95</u>	\$14,514.35	\$13,385.94	\$30,775.20	\$ 96,074.49	\$20,983.79	\$13,157.33	\$237.04

EXHIBIT B

CITY OF SAN ANSELMO
BALANCE SHEET - ALL FUNDS
JUNE 30, 1968

	<u>Total</u>	<u>General Fund</u>	<u>Library Fund</u>	<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 Assessment District Fund 1959-1</u>	<u>General Fixed Assets</u>
<u>ASSETS</u>										
Cash	\$ 467,178.05	\$269,856.92	\$17,384.14	\$18,159.08	\$30,775.20	\$96,074.49	\$20,983.79	\$13,707.39	\$237.04	
Taxes receivable	572.01	572.01								
Accounts receivable	57.68	57.68								
General fixed assets	<u>1,032,882.93</u>									\$1,032,882.93
<u>TOTALS</u>	<u>\$1,500,690.67</u>	<u>\$270,486.61</u>	<u>\$17,384.14</u>	<u>\$18,159.08</u>	<u>\$30,775.20</u>	<u>\$96,074.49</u>	<u>\$20,983.79</u>	<u>\$13,707.39</u>	<u>\$237.04</u>	<u>\$1,032,882.93</u>
<u>LIABILITIES, RESERVES AND SURPLUS</u>										
Accounts payable	\$ 15,633.43	\$ 13,449.17	\$ 1,131.15	\$ 503.09				\$ 550.02		
Reserve for encumbrances	79,556.59	74,750.00	1,329.64	3,476.95						
Membership deposits	309.00		309.00							
Deposit trust funds	5,483.88	4,690.78		793.10						
Reserve for receivables	629.69	629.69								
Reserve for imprest funds	356.02	256.02	100.00							
Investment in fixed assets	1,032,882.93									\$1,032,882.93
Appropriated fund balances	237.04								\$237.04	
Unappropriated surplus	<u>365,602.09</u>	<u>176,710.95</u>	<u>14,514.35</u>	<u>13,385.94</u>	<u>\$30,775.20</u>	<u>\$96,074.49</u>	<u>\$20,983.79</u>	<u>13,157.37</u>		
<u>TOTALS</u>	<u>\$1,500,690.67</u>	<u>\$270,486.61</u>	<u>\$17,384.14</u>	<u>\$18,159.08</u>	<u>\$30,775.20</u>	<u>\$96,074.49</u>	<u>\$20,983.79</u>	<u>\$13,707.39</u>	<u>\$237.04</u>	<u>\$1,032,882.93</u>

EXHIBIT A

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1968

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
<u>GENERAL FUND:</u>			
Taxes:			
Property taxes:			
Current year	\$343,179.00	\$344,076.91	\$ 897.91
Prior years	11,092.00	17,129.40	6,037.40
Sales and use taxes	100,000.00	120,089.20	20,089.20
Franchises	14,000.00	15,256.33	1,256.33
Transfer tax	<u> </u>	<u>1,083.46</u>	<u>1,083.46</u>
	<u>468,271.00</u>	<u>497,635.30</u>	<u>29,364.30</u>
Licenses and permits:			
Business licenses	23,000.00	22,098.25	(901.75)
Animal licenses	3,500.00	4,093.00	593.00
Permits	<u>6,800.00</u>	<u>8,854.41</u>	<u>2,054.41</u>
	<u>33,300.00</u>	<u>35,045.66</u>	<u>1,745.66</u>
Fines, forfeitures and penalties:			
Vehicle code fines	12,000.00	13,611.35	1,611.35
Other court fines	<u>7,300.00</u>	<u>7,850.68</u>	<u>550.68</u>
	<u>19,300.00</u>	<u>21,462.03</u>	<u>2,162.03</u>
Revenue from use of money and property:			
Interest	<u> </u>	9,071.72	9,071.72
Rental	<u>2,300.00</u>	<u>2,300.00</u>	<u> </u>
	<u>2,300.00</u>	<u>11,371.72</u>	<u>9,071.72</u>
Revenue from other agencies:			
Cigarette tax	<u> </u>	15,012.99	15,012.99
Alcoholic beverage license fees	5,500.00	7,411.82	1,911.82
Motor vehicle in-lieu tax	82,000.00	83,809.93	1,809.93
Trailer coach in-lieu tax	<u>400.00</u>	<u>453.24</u>	<u>53.24</u>
	<u>87,900.00</u>	<u>106,687.98</u>	<u>18,787.98</u>
Charges for current service:			
Sleepy Hollow Fire District	41,000.00	46,687.47	5,687.47
Zoning and subdivision fees	<u>300.00</u>	<u>770.00</u>	<u>470.00</u>
	<u>41,300.00</u>	<u>47,457.47</u>	<u>6,157.47</u>
Other income	<u>6,000.00</u>	<u>39,840.39</u>	<u>33,840.39</u>
Total general fund - forward	658,371.00	759,500.55	101,129.55

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1968

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
Brought forward	\$658,371.00	\$759,500.55	\$101,129.55
<u>LIBRARY FUND:</u>			
Property taxes:			
Current year	41,460.00	41,573.18	113.18
Prior years	1,340.00	2,069.66	729.66
Library fines and rentals	<u>7,000.00</u>	<u>7,084.93</u>	<u>84.93</u>
Total library fund	<u>49,800.00</u>	<u>50,727.77</u>	<u>927.77</u>
<u>PARK AND RECREATION FUND:</u>			
Property taxes:			
Current year	47,175.00	47,284.67	109.67
Prior years	1,524.00	2,354.00	830.00
Other income	<u>4,000.00</u>	<u>5,980.29</u>	<u>1,980.29</u>
Total park and recreation fund	<u>52,699.00</u>	<u>55,618.96</u>	<u>2,919.96</u>
<u>RETIREMENT FUND:</u>			
Property taxes			
Current year	66,464.00	66,639.43	175.43
Prior years	2,148.00	3,317.56	1,169.56
Sleepy Hollow Fire District	<u>4,000.00</u>	<u>5,179.40</u>	<u>1,179.40</u>
Total retirement fund	<u>72,612.00</u>	<u>75,136.39</u>	<u>2,524.39</u>
<u>GAS TAX FUND:</u>			
Construction and maintenance - matching funds not required	52,140.00	69,290.43	17,150.43
Construction and maintenance - matching funds required	42,000.00	44,744.51	2,744.51
Engineering	3,000.00	3,000.00	
Interest		5,283.26	5,283.26
Other income		<u>1,622.68</u>	<u>1,622.68</u>
Total gas tax fund	<u>97,140.00</u>	<u>123,940.88</u>	<u>26,800.88</u>
<u>CAPITAL IMPROVEMENTS FUND:</u>			
Property taxes:			
Current year	26,374.00	26,447.97	73.97
Prior years	852.00	1,316.67	464.67
Interest		<u>833.10</u>	<u>833.10</u>
Total capital improvements fund	<u>27,226.00</u>	<u>28,597.74</u>	<u>1,371.74</u>
Carried forward	957,848.00	1,093,522.29	135,674.29

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1968

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
Brought forward	\$957,848.00	\$1,093,522.29	\$135,674.29
<u>STORM DRAINS FUND:</u>			
Property taxes:			
Current year	1,358.00	1,355.36	(2.64)
Prior year	44.00	67.48	23.48
Total storm drains fund	<u>1,402.00</u>	<u>1,422.84</u>	<u>20.84</u>
Total revenue - city funds	<u>\$959,250.00</u>	1,094,945.13	<u>\$135,695.13</u>
 <u>SPECIAL ASSESSMENT</u>			
<u>DISTRICT FUND 1959-1:</u>			
Principal, interest and penalties		<u>383.82</u>	
<u>TOTAL</u>		<u>\$1,095,328.95</u>	

CITY OF SAN ANSELMO
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
COMPARED WITH APPROPRIATIONS
YEAR ENDED JUNE 30, 1968

	Appropriations (After Revisions)	Expenditures	Encumbrances	Excess (Deficiency)
<u>GENERAL FUND:</u>				
General government	\$ 78,256.00	\$ 75,554.76	\$ 1,044.09	\$ 1,657.15
Fire department	248,029.00	247,241.96	131.78	655.26
Police department	216,651.00	215,365.89	614.11	671.00
Building regulation	12,277.00	12,420.68	14.70	(158.38)
Animal regulation	3,900.00	4,093.00		(193.00)
Civil defense	200.00	151.75		48.25
Engineering and administration	29,641.00	29,928.52	5.25	(292.77)
Street construction	304,240.00	183,981.57	59,099.32	61,159.11
Street maintenance	126,636.00	121,174.37	4,502.32	959.31
Street lighting	26,960.00	20,788.14	5,060.00	1,111.86
Traffic signals	13,500.00	9,747.14	3,000.00	752.86
Weed cleaning	1,831.00	1,404.82		426.18
Municipal shop	12,445.00	11,835.61	27.30	582.09
Health		17.65		(17.65)
Total general fund	1,074,566.00	933,705.86	73,498.87	67,361.27
<u>LIBRARY FUND</u>	51,993.00	50,857.81	1,392.63	(257.44)
<u>PARK AND RECREATION FUND</u>	56,545.00	54,957.76	2,476.95	(889.71)
<u>RETIREMENT FUND</u>	68,289.00	64,970.79		3,318.21
<u>CAPITAL IMPROVEMENTS FUND</u>	23,125.00	23,143.82		(18.82)
<u>STORM DRAINS FUND</u>	13,040.00	4,509.44	550.02	7,980.54
Total expendi- tures city funds	\$1,287,558.00	\$1,132,145.48	\$77,918.47	\$77,494.05
<u>SPECIAL ASSESSMENT DISTRICT FUND 1959-1</u>		305.53		
<u>TOTAL</u>		<u>\$1,132,451.01</u>	<u>\$77,918.47</u>	