

LINDQUIST, VON HUSEN AND JOYCE

CERTIFIED PUBLIC ACCOUNTANTS

332 PINE STREET

SAN FRANCISCO 4

YUKON 2-0366

August 31, 1965

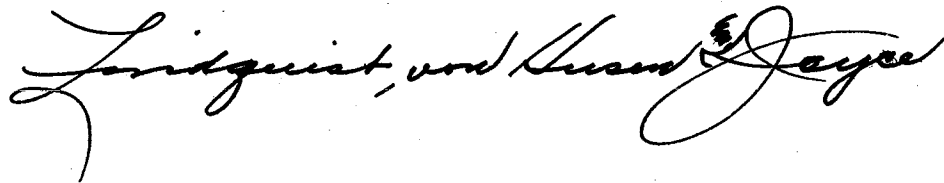
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The Honorable Board of Councilmen
of the City of San Anselmo

We have examined the records and accounts of the several funds of the City of San Anselmo for the fiscal year ended June 30, 1965. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other tests as we considered necessary in the circumstances.

The City's general fixed assets are recorded on its books at values based principally on appraisals. Our audit procedures were not extended beyond the verification of amounts expended for acquisitions during the current year.

In our opinion, the accompanying statements, prepared on the modified cash basis of accounting, and subject to possible variations in the inventories of and values assigned to fixed assets, present fairly the financial position of the several funds of the City of San Anselmo at June 30, 1965, and the results of the transactions recorded therein for the fiscal year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

A handwritten signature in cursive script that reads "Lindquist, von Husen & Joyce". The signature is written in dark ink and is positioned at the bottom center of the page.

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COMMENTS ON BALANCE SHEET

CASH - \$451,528.31:

This balance consists of the following:

Petty cash:		
City offices	\$ 250.00	
Library	<u>85.00</u>	\$ 335.00
Demand deposits:		
Wells Fargo Bank, San Anselmo	59,504.73	
Crocker-Citizens National Bank, San Anselmo	1,500.00	
Bank of America, San Anselmo: Special assessment districts	174.58	
Bail trust fund	<u>14.00</u>	61,193.31
Time deposits - Bank of America, San Anselmo:		
90 day notice required, 4% interest	115,000.00	
180 day notice required, 4 1/8% interest	<u>275,000.00</u>	<u>390,000.00</u>
<u>TOTAL</u>		<u>\$451,528.31</u>

The City's funds on deposit with banks at June 30, 1965 were secured by collateral as required by the Public Deposit Act of the State of California.

TAXES RECEIVABLE - \$1,236.44:

This account represents amounts due at June 30, 1965 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.

ACCOUNTS RECEIVABLE - \$5,383.31:

Of this amount \$5,286.26 represents special costs incurred by the City in connection with the Indian Rock Special Assessment District Number 1 and charged to the developer. The remaining portion consists of amounts due from individuals in connection with street openings. The total amount is fully reserved and not included in revenue.

GENERAL FIXED ASSETS - \$1,327,642.70:

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 - \$12,398.61
RESERVE FOR ENCUMBRANCES - \$61,294.97

Accounts payable consists of amounts due for materials and services furnished the City to June 30, 1965 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1965, the benefits of which were received subsequent to that date.

DEPOSIT TRUST FUNDS - \$5,614.50:

This amount represents deposits received for street openings, etc., and either will be taken into revenue when earned or refunded to the depositor.

GENERAL COMMENTS

BUDGETARY:

Actual revenues during the year were \$78,994.45 greater than those estimated, as shown in Exhibit C.

Expenditures during the year were \$60,435.90 less than appropriations. Detail is shown in Exhibit D.

CITY OF SAN ANSELMO
BALANCE SHEET - ALL FUNDS
JUNE 30, 1965

	<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>Special Assessment District Fund 1964-1</u>	<u>General Fixed Assets</u>
ASSETS											
Cash	\$ 451,528.31	\$159,454.55	\$16,116.72	\$15,421.12	\$23,587.25	\$72,941.68	\$82,378.87	\$28,767.34	\$174.58	\$52,686.20	
Taxes receivable	1,236.44	1,236.44									
Accounts receivable	5,383.31	5,383.31									
General fixed assets	<u>1,327,642.70</u>										\$1,327,642.70
TOTAL	<u>\$1,785,790.76</u>	<u>\$166,074.30</u>	<u>\$16,116.72</u>	<u>\$15,421.12</u>	<u>\$23,587.25</u>	<u>\$72,941.68</u>	<u>\$82,378.87</u>	<u>\$28,767.34</u>	<u>\$174.58</u>	<u>\$52,686.20</u>	<u>\$1,327,642.70</u>
LIABILITIES, RESERVES AND SURPLUS											
Accounts payable	\$ 12,398.61	\$ 9,077.19	\$ 1,318.30	\$ 1,581.15				\$ 421.97			
Reserve for encumbrances	61,294.97	2,984.36	1,092.37	26.26			\$10,479.00			\$46,712.98	
Payroll taxes payable	4,047.48	4,047.48									
Membership deposits	341.00		341.00								
Deposit trust funds	5,614.50	5,614.50									
Reserve for receivables	6,619.75	6,619.75									
Reserve for imprest funds	349.00	264.00	85.00								
Investment in fixed assets	1,327,642.70										\$1,327,642.70
Appropriated fund balances	6,147.80								\$174.58	5,973.22	
Unappropriated surplus	<u>361,334.95</u>	<u>137,467.02</u>	<u>13,280.05</u>	<u>13,813.71</u>	<u>\$23,587.25</u>	<u>\$72,941.68</u>	<u>71,899.87</u>	<u>28,345.37</u>			
TOTAL	<u>\$1,785,790.76</u>	<u>\$166,074.30</u>	<u>\$16,116.72</u>	<u>\$15,421.12</u>	<u>\$23,587.25</u>	<u>\$72,941.68</u>	<u>\$82,378.87</u>	<u>\$28,767.34</u>	<u>\$174.58</u>	<u>\$52,686.20</u>	<u>\$1,327,642.70</u>

EXHIBIT A

CITY OF SAN ANSELMO
STATEMENT OF CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 1965

	<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>Special Assessment District Fund 1964-1</u>
<u>BALANCES, JULY 1, 1964</u>	\$ <u>331,416.81</u>	\$ <u>154,634.88</u>	\$ <u>12,713.07</u>	\$ <u>12,003.82</u>	\$ <u>17,113.07</u>	\$ <u>50,017.43</u>	\$ <u>64,217.29</u>	\$ <u>20,534.76</u>	\$ <u>182.49</u>	
<u>REVENUES:</u>										
Taxes	518,418.30	361,513.75	32,206.73	27,251.84	54,503.68		33,445.45	9,496.85		
Licenses and permits	34,746.51	34,746.51								
Fines, forfeitures and penalties	24,506.28	17,044.91	7,461.37							
Revenue from use of money and property	11,691.47	7,502.29				1,069.90	2,689.52		429.76	
Revenue from other agencies	202,855.72	78,982.86				92,872.86	31,000.00			
Charges for current service	51,056.79	47,718.12			3,338.67					
Other revenue	11,290.14	11,290.14								
Bond proceeds	265,830.00									\$265,830.00
Total revenues	1,120,395.21	558,798.58	39,668.10	27,251.84	57,842.35	93,942.76	67,134.97	9,496.85	429.76	265,830.00
Reduction of imprest fund	50.00	50.00								
Fund transfers		114,425.51				(71,018.51)	(43,407.00)			
Prior year expenditures	(297.98)	(297.98)								
Burglary loss	(281.21)		(281.21)							
Cancellation of prior year encumbrances	45.47		25.00	20.47						
Total available	1,451,328.30	827,610.99	52,124.96	39,276.13	74,955.42	72,941.68	87,945.26	30,031.61	612.25	265,830.00
<u>EXPENDITURES:</u>										
General Government	63,503.05	63,503.05								
Public safety	366,689.93	366,689.93								
Public works	277,682.62	259,950.99								
Parks and recreation	25,462.42			25,462.42			16,045.39	1,686.24		
Retirement	51,368.17				51,368.17					
Library	38,844.91		38,844.91							
Special assessment districts	260,294.45								437.67	259,856.78
Total expenditures	1,083,845.55	690,143.97	38,844.91	25,462.42	51,368.17		16,045.39	1,686.24	437.67	259,856.78
<u>BALANCES, JUNE 30, 1965</u>	\$ <u>367,482.75</u>	\$ <u>137,467.02</u>	\$ <u>13,280.05</u>	\$ <u>13,813.71</u>	\$ <u>23,587.25</u>	\$ <u>72,941.68</u>	\$ <u>71,899.87</u>	\$ <u>28,345.37</u>	\$ <u>174.58</u>	\$ <u>5,973.22</u>

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1965

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
Brought forward	\$522,816.00	\$558,798.58	\$35,982.58
 <u>LIBRARY FUND:</u>			
Property taxes:			
Current year	30,616.00	30,897.26	281.26
Prior years	702.00	1,309.47	607.47
Library fines and rentals	<u>6,800.00</u>	<u>7,461.37</u>	<u>661.37</u>
Total library fund	<u>38,118.00</u>	<u>39,668.10</u>	<u>1,550.10</u>
 <u>PARK AND RECREATION FUND:</u>			
Property taxes:			
Current year	25,906.00	26,143.83	237.83
Prior years	<u>594.00</u>	<u>1,108.01</u>	<u>514.01</u>
Total park and recreation fund	<u>26,500.00</u>	<u>27,251.84</u>	<u>751.84</u>
 <u>RETIREMENT FUND:</u>			
Property taxes:			
Current year	51,812.00	52,287.65	475.65
Prior years	1,188.00	2,216.03	1,028.03
Sleepy Hollow Fire District	<u>3,000.00</u>	<u>3,338.67</u>	<u>338.67</u>
Total retirement fund	<u>56,000.00</u>	<u>57,842.35</u>	<u>1,842.35</u>
 <u>GAS TAX FUND:</u>			
Construction and maintenance - matching funds not required	47,850.00	48,813.57	963.57
Construction and maintenance - matching funds required	39,100.00	41,059.29	1,959.29
Engineering	3,000.00	3,000.00	
Interest	<u>1,069.90</u>	<u>1,069.90</u>	<u>1,069.90</u>
Total gas tax fund	<u>89,950.00</u>	<u>93,942.76</u>	<u>3,992.76</u>
 <u>CAPITAL IMPROVEMENTS FUND:</u>			
Property taxes:			
Current year	31,793.00	32,085.61	292.61
Prior years	729.00	1,359.84	630.84
County gas tax subvention		31,000.00	31,000.00
Interest	<u>2,689.52</u>	<u>2,689.52</u>	<u>2,689.52</u>
Total capital improvements fund	<u>32,522.00</u>	<u>67,134.97</u>	<u>34,612.97</u>
Carried forward	765,906.00	844,638.60	78,732.60

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1965

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
<u>GENERAL FUND:</u>			
Taxes:			
Property taxes:			
Current year	\$243,361.00	\$245,593.52	\$ 2,232.52
Prior years	5,580.00	10,408.59	4,828.59
Solvent credits	125.00		(125.00)
Sales and use taxes	90,000.00	92,046.96	2,046.96
Franchises	<u>12,500.00</u>	<u>13,464.68</u>	<u>964.68</u>
	<u>351,566.00</u>	<u>361,513.75</u>	<u>9,947.75</u>
Licenses and permits:			
Business licenses	24,500.00	23,628.50	(871.50)
Permits	<u>12,000.00</u>	<u>11,118.01</u>	<u>(881.99)</u>
	<u>36,500.00</u>	<u>34,746.51</u>	<u>(1,753.49)</u>
Fines, forfeitures and penalties:			
Vehicle code fines	10,500.00	8,995.75	(1,504.25)
Other court fines	<u>8,000.00</u>	<u>8,049.16</u>	<u>49.16</u>
	<u>18,500.00</u>	<u>17,044.91</u>	<u>(1,455.09)</u>
Revenue from use of money and property:			
Interest		6,702.29	6,702.29
Rental	800.00	<u>800.00</u>	
	<u>800.00</u>	<u>7,502.29</u>	<u>6,702.29</u>
Revenue from other agencies:			
Alcoholic beverage license fees	6,300.00	5,442.75	(857.25)
Motor vehicle in-lieu tax	72,000.00	73,243.41	1,243.41
Trailer coach in-lieu tax	<u>150.00</u>	<u>296.70</u>	<u>146.70</u>
	<u>78,450.00</u>	<u>78,982.86</u>	<u>532.86</u>
Charges for current service:			
Sleepy Hollow Fire District	33,000.00	32,787.71	(212.29)
Zoning and subdivision fees	1,000.00	4,726.21	3,726.21
Special assessment district costs		<u>10,204.20</u>	<u>10,204.20</u>
	<u>34,000.00</u>	<u>47,718.12</u>	<u>13,718.12</u>
Other income	<u>3,000.00</u>	<u>11,290.14</u>	<u>8,290.14</u>
Total general fund - forward	522,816.00	558,798.58	35,982.58

CITY OF SAN ANSELMO
STATEMENT OF REVENUE - ESTIMATED AND ACTUAL
YEAR ENDED JUNE 30, 1965

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
Brought forward	\$765,906.00	\$ 844,638.60	\$78,732.60
 <u>STORM DRAINS FUND:</u>			
Property taxes:			
Current year	9,028.00	9,110.72	82.72
Prior year	<u>207.00</u>	<u>386.13</u>	<u>179.13</u>
Total storm drains fund	<u>9,235.00</u>	<u>9,496.85</u>	<u>261.85</u>
Total revenue - city funds	<u>\$775,141.00</u>	854,135.45	<u>\$78,994.45</u>
 <u>SPECIAL ASSESSMENT</u>			
<u>DISTRICT FUND 1959-1:</u>			
Principal, interest and penalties		429.76	
 <u>SPECIAL ASSESSMENT</u>			
<u>DISTRICT FUND 1964-1:</u>			
Bond proceeds		<u>265,830.00</u>	
TOTAL		<u>\$1,120,395.21</u>	

CITY OF SAN ANSELMO
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
COMPARED WITH APPROPRIATIONS
YEAR ENDED JUNE 30, 1965

	<u>Appropriations (After Revisions)</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Excess (Deficiency)</u>
<u>GENERAL FUND:</u>				
General government	\$ 63,605.00	\$ 63,186.37	\$ 316.68	\$ 101.95
Fire department	192,425.00	192,060.09	70.72	294.19
Police department	173,605.00	174,531.07	28.05	(954.12)
Building regulation	4,014.00	3,358.80	15.00	640.20
Civil defense	200.00	202.65		(2.65)
Engineering and administration	22,933.00	16,023.51		6,909.49
Street construction	164,077.00	128,456.93		35,620.07
Street maintenance	85,837.00	78,423.73	2,291.91	5,121.36
Street lighting	18,200.00	17,773.81		426.19
Traffic signals	200.00	127.36		72.64
Weed cleaning	1,693.00	1,389.23	262.00	41.77
Municipal shop	<u>11,495.00</u>	<u>11,626.06</u>	<u> </u>	<u>(131.06)</u>
Total general fund	738,284.00	687,159.61	2,984.36	48,140.03
<u>LIBRARY FUND</u>	39,676.00	37,752.54	1,092.37	831.09
<u>PARK AND RECREATION FUND</u>	29,188.00	25,436.16	26.26	3,725.58
<u>RETIREMENT FUND</u>	51,948.00	51,368.17		579.83
<u>CAPITAL IMPROVEMENTS FUND</u>	15,891.00	5,566.39	10,479.00	(154.39)
<u>STORM DRAINS FUND</u>	<u>9,000.00</u>	<u>1,686.24</u>	<u> </u>	<u>7,313.76</u>
Total expenditures - city funds	<u>\$883,987.00</u>	808,969.11	14,581.99	<u>\$60,435.90</u>
 <u>SPECIAL ASSESSMENT</u> <u>DISTRICT FUND 1959-1</u>		437.67		
 <u>SPECIAL ASSESSMENT</u> <u>DISTRICT FUND 1964-1</u>		<u>213,143.80</u>	<u>46,712.98</u>	
 TOTAL		<u>\$1,022,550.58</u>	<u>\$61,294.97</u>	