

# LINDQUIST, VON HUSEN AND JOYCE

CERTIFIED PUBLIC ACCOUNTANTS

332 PINE STREET

SAN FRANCISCO 4

YUKON 2-0366

August 26, 1964

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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, 1964. 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 primarily 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, 1964, 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.

*Lindquist, von Husen & Joyce*

INDEX

Page 1	-	Opinion
Pages 3 and 4	-	Comments
Exhibit A	-	Balance Sheet - All Funds
Exhibit B	-	Statement of Changes in Fund Balances
Exhibit C	-	Statement of Revenue - Estimated and Actual
Exhibit D	-	Statement of Expenditures and Encumbrances Compared with Appropriations

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COMMENTS ON BALANCE SHEET

CASH - \$350,177.29:

This balance consists of the following:

Petty cash:		
City offices	\$ 300.00	
Library	<u>85.00</u>	\$ 385.00
Demand deposits:		
Wells Fargo Bank, San Anselmo	16,603.23	
Crocker-Citizens National Bank, San Anselmo	1,745.37	
Bank of America, San Anselmo:		
Special assessment districts	182.49	
Bail trust fund	<u>11.20</u>	18,542.29
Time deposits - Bank of America, San Anselmo:		
90 day notice required, 3-5/8% interest	25,000.00	
180 day notice required, 3-3/4% interest	<u>306,250.00</u>	<u>331,250.00</u>
<u>TOTAL</u>		<u>\$350,177.29</u>

The City's funds on deposit with banks at June 30, 1964 were secured by collateral as required by the Public Deposit Act of the State of California.

TAXES RECEIVABLE - \$1,682.91:

This account represents amounts due at June 30, 1964 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.

At June 30, 1964, the Marin County Auditor had collected \$6,447.97 of delinquent 1963-64 taxes. This was received by the City in August and under the City's method of accounting will be included in 1964-65 revenues.

GENERAL FIXED ASSETS - \$1,318,436.29:

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.

A further inventory was taken during the current year and equipment items not included in the original inventory were assigned estimated values and recorded in the General Fixed Assets Fund. Current year's additions to land were recorded at appraised values which are less than actual cost.

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

ACCOUNTS PAYABLE - \$12,940.01  
RESERVE FOR ENCUMBRANCES - \$ 1,359.72:

Accounts payable consists of amounts due for materials and services furnished the City to June 30, 1964 which were unpaid at that date. The reserve for encumbrances represents outstanding purchase orders at June 30, 1964, the benefits of which were received subsequent to that date. Encumbrances do not include the amount applicable to the unpaid portion at June 30, 1964 of the contract for the reconstruction of a portion of Sir Francis Drake Boulevard. This amount, \$95,184, has been appropriated in the current, 1964-65, fiscal year.

DEPOSIT TRUST FUNDS - \$4,020.00:

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 \$92,500.04 greater than those estimated, as shown in Exhibit C.

Expenditures during the year were \$26,689.16 less than appropriations. Detail is shown in Exhibit D.

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CITY OF SAN ANSELMO

STATEMENT OF CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 1964

	<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 Districts' Fund</u>
<u>BALANCES, JULY 1, 1963</u>	\$ <u>231,921.85</u>	\$ <u>161,598.25</u>	\$ <u>6,415.47</u>	\$ <u>3,707.86</u>	\$ <u>12,254.19</u>	\$ <u>11,114.53</u>	\$ <u>25,509.87</u>	\$ <u>11,226.20</u>	\$ <u>95.48</u>
<u>REVENUES:</u>									
Taxes	476,150.84	338,377.55	37,063.99	31,073.86	46,423.62		9,734.00	13,477.82	
Licenses and permits	38,415.15	38,415.15							
Fines, forfeitures and penalties	28,629.34	21,237.86	7,391.48						
Revenue from use of money and property	6,779.51	4,905.56					858.42		1,015.53
Revenue from other agencies	200,375.88	77,237.12				81,888.76	41,250.00		
Charges for current service	34,870.99	31,527.25			3,343.74				
Other revenue	8,028.33	7,550.81		477.52					
<u>Total revenues</u>	<u>793,250.04</u>	<u>519,251.30</u>	<u>44,455.47</u>	<u>31,551.38</u>	<u>49,767.36</u>	<u>81,888.76</u>	<u>51,842.42</u>	<u>13,477.82</u>	<u>1,015.53</u>
Cancellation of prior year encumbrances	2,438.76	2,319.20	119.56						
Fund transfers	(10.00)	54,773.86				(42,985.86)	(11,798.00)		
<u>Total available</u>	<u>1,027,600.65</u>	<u>737,942.61</u>	<u>50,990.50</u>	<u>35,259.24</u>	<u>62,021.55</u>	<u>50,017.43</u>	<u>65,554.29</u>	<u>24,704.02</u>	<u>1,111.01</u>
<u>EXPENDITURES:</u>									
General government	62,900.42	62,900.42							
Public safety	326,229.69	326,229.69							
Public works	199,683.88	194,177.62					1,337.00	4,169.26	
Parks and recreation	23,255.42			23,255.42					
Retirement	44,908.48				44,908.48				
Library	38,277.43		38,277.43						
Special assessment districts	928.52								928.52
<u>Total expenditures</u>	<u>696,183.84</u>	<u>583,307.73</u>	<u>38,277.43</u>	<u>23,255.42</u>	<u>44,908.48</u>		<u>1,337.00</u>	<u>4,169.26</u>	<u>928.52</u>
<u>BALANCES, JUNE 30, 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>

EXHIBIT B

CITY OF SAN ANSELMO  
BALANCE SHEET - ALL FUNDS

JUNE 30, 1964

	<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 Districts' Fund</u>	<u>General Fixed Assets</u>
<b>ASSETS</b>										
Cash	\$ 350,177.29	\$150,336.40	\$14,745.74	\$12,768.02	\$17,113.07	\$69,879.52	\$64,617.29	\$20,534.76	\$182.49	
Taxes receivable	1,682.91	1,682.91								
Accounts receivable	136.88	136.88								
Due from other funds	19,862.09	19,862.09								
General fixed assets	<u>1,318,436.29</u>									<u>\$1,318,436.29</u>
<b>TOTAL</b>	<u>\$1,690,295.46</u>	<u>\$172,018.28</u>	<u>\$14,745.74</u>	<u>\$12,768.02</u>	<u>\$17,113.07</u>	<u>\$69,879.52</u>	<u>\$64,617.29</u>	<u>\$20,534.76</u>	<u>\$182.49</u>	<u>\$1,318,436.29</u>
<b>LIABILITIES, RESERVES AND SURPLUS</b>										
Accounts payable	\$ 12,940.01	\$ 10,762.58	\$ 1,534.68	\$ 242.75			\$ 400.00			
Reserve for encumbrances - Note	1,359.72	425.28	412.99	521.45						
Reserves for receivables	1,819.79	1,819.79								
Reserve for imprest funds	396.20	311.20	85.00							
Due to other funds	19,862.09					\$19,862.09				
Due to employees	44.55	44.55								
Deposit trust funds	4,020.00	4,020.00								
Investment in fixed assets	1,318,436.29									\$1,318,436.29
Unappropriated surplus - Note	<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>	
<b>TOTAL</b>	<u>\$1,690,295.46</u>	<u>\$172,018.28</u>	<u>\$14,745.74</u>	<u>\$12,768.02</u>	<u>\$17,113.07</u>	<u>\$69,879.52</u>	<u>\$64,617.29</u>	<u>\$20,534.76</u>	<u>\$182.49</u>	<u>\$1,318,436.29</u>

Note: Accounts do not reflect the amount applicable to the unperformed portion at June 30, 1964 of the contract for the reconstruction of a portion of Sir Francis Drake Boulevard. This amount, \$95,184 has been appropriated in the current, 1964-65, fiscal year.

EXHIBIT A

CITY OF SAN ANSELMO

STATEMENT OF REVENUE - ESTIMATED AND ACTUAL

YEAR ENDED JUNE 30, 1964

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
<b><u>GENERAL FUND:</u></b>			
Taxes:			
Property taxes:			
Current year	\$233,248.00	\$227,870.21	\$(5,377.79)
Prior years	4,438.00	8,740.39	4,302.39
Solvent credits	100.00	163.73	63.73
Interest and penalties	1,200.00	264.84	(935.16)
Sales and use taxes	88,000.00	91,035.29	3,035.29
Franchises	<u>10,000.00</u>	<u>10,303.09</u>	<u>303.09</u>
	<u>336,986.00</u>	<u>338,377.55</u>	<u>1,391.55</u>
Licenses and permits:			
Business licenses	24,500.00	25,000.00	500.00
Permits	<u>11,800.00</u>	<u>13,415.15</u>	<u>1,615.15</u>
	<u>36,300.00</u>	<u>38,415.15</u>	<u>2,115.15</u>
Fines, forfeitures and penalties:			
Vehicle code fines	9,500.00	12,415.29	2,915.29
Other court fines	<u>7,500.00</u>	<u>8,822.57</u>	<u>1,322.57</u>
	<u>17,000.00</u>	<u>21,237.86</u>	<u>4,237.86</u>
Revenue from use of money and property:			
Interest		4,105.56	4,105.56
Rental	<u>800.00</u>	<u>800.00</u>	
	<u>800.00</u>	<u>4,905.56</u>	<u>4,105.56</u>
Revenue from other agencies:			
Alcoholic beverage license fees	7,500.00	6,424.20	(1,075.80)
Motor vehicle in-lieu tax	66,000.00	70,592.21	4,592.21
Trailer coach in-lieu tax		<u>220.71</u>	<u>220.71</u>
	<u>73,500.00</u>	<u>77,237.12</u>	<u>3,737.12</u>
Charges for current service:			
Sleepy Hollow Fire District	29,000.00	30,182.25	1,182.25
Zoning and subdivision fees		<u>1,345.00</u>	<u>1,345.00</u>
	<u>29,000.00</u>	<u>31,527.25</u>	<u>2,527.25</u>
Other income	<u>4,800.00</u>	<u>7,550.81</u>	<u>2,750.81</u>
Total general fund - forward	498,386.00	519,251.30	20,865.30

EXHIBIT C - (CONTINUED)

CITY OF SAN ANSELMO

STATEMENT OF REVENUE - ESTIMATED AND ACTUAL

YEAR ENDED JUNE 30, 1964

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
Brought forward	\$498,386.00	\$519,251.30	\$20,865.30
 <u>LIBRARY FUND:</u>			
Property taxes:			
Current year	35,797.00	35,694.85	(102.15)
Prior years	681.00	1,369.14	688.14
Library fines and rentals	<u>6,500.00</u>	<u>7,391.48</u>	<u>891.48</u>
Total library fund	<u>42,978.00</u>	<u>44,455.47</u>	<u>1,477.47</u>
 <u>PARK AND RECREATION FUND:</u>			
Property taxes:			
Current year	30,058.00	29,925.99	(132.01)
Prior years	572.00	1,147.87	575.87
Playgrounds	<u>                    </u>	<u>477.52</u>	<u>477.52</u>
Total park and recreation fund	<u>30,630.00</u>	<u>31,551.38</u>	<u>921.38</u>
 <u>RETIREMENT FUND:</u>			
Property taxes:			
Current year	45,472.00	44,708.73	(763.27)
Prior years	865.00	1,714.89	849.89
Sleepy Hollow Fire District	<u>3,000.00</u>	<u>3,343.74</u>	<u>343.74</u>
Total retirement fund	<u>49,337.00</u>	<u>49,767.36</u>	<u>430.36</u>
 <u>GAS TAX FUND:</u>			
Construction and maintenance	52,650.00	78,888.76	26,238.76
Engineering	<u>3,000.00</u>	<u>3,000.00</u>	<u>                    </u>
Total gas tax fund	<u>55,650.00</u>	<u>81,888.76</u>	<u>26,238.76</u>
 <u>CAPITAL IMPROVEMENTS FUND:</u>			
Property taxes:			
Current year	9,823.00	9,374.42	(448.58)
Prior years	187.00	359.58	172.58
County gas tax subvention		41,250.00	41,250.00
Interest	<u>                    </u>	<u>858.42</u>	<u>858.42</u>
Total capital improvements fund	<u>10,010.00</u>	<u>51,842.42</u>	<u>41,832.42</u>
Carried forward	686,991.00	778,756.69	91,765.69



CITY OF SAN ANSELMO

STATEMENT OF REVENUE - ESTIMATED AND ACTUAL

YEAR ENDED JUNE 30, 1964

	<u>Estimated</u>	<u>Actual</u>	<u>Excess (Deficiency)</u>
Brought forward	<u>\$686,991.00</u>	<u>\$778,756.69</u>	<u>\$91,765.69</u>
<b><u>STORM DRAINS FUND:</u></b>			
Property taxes:			
Current year	13,502.00	12,979.95	(522.05)
Prior years	<u>257.00</u>	<u>497.87</u>	<u>240.87</u>
Total storm drains fund	<u>13,759.00</u>	<u>13,477.82</u>	<u>(281.18)</u>
<b><u>SPECIAL ASSESSMENT DISTRICTS' FUND:</u></b>			
Principal, interest and penalties	<u>                    </u>	<u>1,015.53</u>	<u>1,015.53</u>
<b><u>TOTAL</u></b>	<b><u>\$700,750.00</u></b>	<b><u>\$793,250.04</u></b>	<b><u>\$92,500.04</u></b>

CITY OF SAN ANSELMO

STATEMENT OF EXPENDITURES AND ENCUMBRANCES

COMPARED WITH APPROPRIATIONS

YEAR ENDED JUNE 30, 1964

	Appropriations (After <u>Revisions</u> )	<u>Expenditures</u>	<u>Encumbrances</u>	Excess ( <u>Deficiency</u> )
<u>GENERAL FUND:</u>				
General government	\$ 64,868.00	\$ 62,837.26	\$ 63.16	\$ 1,967.58
Fire department	170,133.00	172,329.09	220.00	(2,416.09)
Police department	155,217.00	153,600.22	80.38	1,536.40
Building regulation	4,128.00	3,302.44	52.21	773.35
Civil defense	200.00	201.00		(1.00)
Engineering and administration	19,553.00	16,330.35		3,222.65
Street construction	51,200.00	46,660.03		4,539.97
Street maintenance	94,918.00	94,600.97	9.53	307.50
Street lighting	22,900.00	22,767.19		132.81
Weed cleaning	2,500.00	1,756.54		743.46
Municipal shop	8,468.00	8,492.36		(24.36)
Health service	<u>100.00</u>	<u>5.00</u>		<u>95.00</u>
Total general fund	594,185.00	582,882.45	425.28	10,877.27
<u>LIBRARY FUND</u>	39,535.00	37,864.44	412.99	1,257.57
<u>PARK AND RECREATION FUND</u>	25,215.00	22,733.97	521.45	1,959.58
<u>RETIREMENT FUND</u>	45,724.00	44,908.48		815.52
<u>CAPITAL IMPROVEMENTS FUND</u>	2,139.00	1,337.00		802.00
<u>STORM DRAINS FUND</u>	16,075.00	4,169.26		11,905.74
<u>SPECIAL ASSESSMENT DISTRICTS' FUND</u>		<u>928.52</u>		<u>(928.52)</u>
<u>TOTAL</u>	<u>\$722,873.00</u>	<u>\$694,824.12</u>	<u>\$1,359.72</u>	<u>\$26,689.16</u>