

**GEORGE W. FRANZMAN**  
**CERTIFIED PUBLIC ACCOUNTANT**  
 1011 A STREET  
 SAN RAFAEL, CALIFORNIA

September 30, 1944

The Honorable Mayor and City Council

of the Town of San Anselmo

San Anselmo, California.

Gentlemen:

In accordance with instructions received, we have made an examination of the financial records of the Town of San Anselmo for the fiscal year ended June 30, 1944.

All cancelled warrants returned during the year by the various banks were examined and checked to the warrant register. These warrants were examined for approval by the Members of the Finance Committee, and a test check made of the arithmetical accuracy of certain of the larger items appearing upon the attachments.

The cash on deposit with the banks at June 30th was confirmed direct from these depositories, as were the bonds which have been deposited by them to secure such deposits. These securities were inspected during the course of the examination and the following is a summary thereof:

<u>Bank of America</u>		
Oakland High School District 5/1950	Face value	\$10,000
Alameda High School District 4-3/4/1959	" "	<u>13,000</u>
Total		<u>\$23,000</u>
 <u>American Trust Company</u>		
Marin Municipal Water District 5/1944	Face Value	<u>\$22,000</u>

On September 21, 1944, there was substituted for the Marin Municipal Water District bonds, which matured on October 1st, \$22,000 face value of Marin County Highway 4 $\frac{1}{2}$ /1947 Bonds.

The market value of these securities so deposited is in excess of the amount required by law for the security of such deposits.

There was also in safekeeping in the American Trust Company safety deposit box, \$16,000 face value of Series E War Bonds. These bonds matured on September 1st, and were subsequently placed with that bank for redemption.

The Assessment Lists which are the basis for the collection of the current year's taxes were test checked for arithmetical accuracy, and the calculation of the total tax assessment was verified.

The collection of City Licenses was verified by reference to the stubs of receipts issued for such payments, and the amounts received traced into the bank accounts. Examination was made of the City Dockets and the Municipal Judge's Record Book for the verification of fines levied and collected and these receipts were likewise traced into the record of cash received. We believe that these latter records should be made more complete to permit of a more satisfactory audit of the cash transactions involved.

Records were examined pertaining to the Delinquent Tax Rolls amounting to \$19,747.02 at June 30th, and also to the Property Sales Accounts Receivable of \$4,166.72. No circularization of these debtors was made for the verification of the accuracy of the items making up these balances.

The bonds redeemed and cancelled and the interest coupons paid during the year have been examined and found to be properly recorded.

Included in the amount of Acquisition and Improvement District No. 1 Bonds of 1925 shown as outstanding, are \$18,500.00 which were purchased by the County of Marin in 1939 for \$11,100.00. We have confirmed from the County Auditor that the County would retain from the sales of the property in question all proceeds until the County had been reimbursed in the amount of the cost of the bonds to them, and the surplus if any, prorated as

provided by law. According to the County Records there remains a balance of \$6,969.21 due to them on this basis.

There is presented herewith the following exhibits which show in detail the revenues and expenditures, as well as the changes in funds and bond account during the year under review.

EXHIBIT A - SUMMARY OF REVENUES AND EXPENDITURES

EXHIBIT B - ANALYSIS OF REVENUES


EXHIBIT C - ANALYSIS OF EXPENDITURES

EXHIBIT D - STATEMENT OF CHANGES IN FUNDS

EXHIBIT E - STATEMENT OF BONDS OUTSTANDING

We wish to take this opportunity of expressing our appreciation for the cooperation extended to us by the staff in the City Clerk's Office.

Yours very truly,



GEORGE W. FRANZMAN

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TOWN OF SAN ANSELMO

San Anselmo, California

EXHIBIT A

SUMMARY OF REVENUES AND EXPENDITURES

FISCAL YEAR ENDED JUNE 30, 1944

AVAILABLE CASH JULY 1, 1943 \$33,024.82

REVENUES:

General Property Tax	\$66,404.08	
Licenses and permits	7,269.04	
Fines and Penalties	17,776.90	
Franchises	2,768.87	
Sales of City Property	4,015.87	
State of California	6,518.22	
Inspection fees	1,035.50	
Library	1,788.66	
Special Assessments	2,436.37	
Miscellaneous	<u>1,481.02</u>	\$111,494.53

EXPENDITURES:

General Government	\$11,204.39	
Protection to Person and Property	51,280.96	
Streets and maintenance	20,251.35	
Education and Library	5,690.84	
Parks and Housing	4,310.32	
Bond Redemption and Interest	6,680.00	
Special Assessments	2,485.10	
Miscellaneous	<u>4,258.00</u>	106,160.96

Excess of Receipts over Expenditures \$ 5,333.57

TOTAL AVAILABLE CASH - JUNE 30, 1944 \$ 38,358.39

ADD - Outstanding warrants 12,026.79

Balance - Cash on hand June 30, 1944 \$ 50,385.18

DISTRIBUTED AS FOLLOWS:

American Trust Co. - General Fund	\$12,790.62	
" " " - Clerk Account	1,000.00	
Bank of America - General Fund	20,044.56	
Series "E" War Bonds	16,000.00	
Tax Collector - Petty Cash Fund	<u>550.00</u>	<u>\$ 50,385.18</u>

*Handwritten:*  
MAY 1944  
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EXHIBIT B  
ANALYSIS OF REVENUES  
FISCAL YEAR ENDED JUNE 30, 1944

GENERAL PROPERTY TAX

Current Tax	\$64,468.41	
Delinquent Taxes	719.21	
Personal Property Unsecured	666.60	
Delinquency penalties and costs	<u>549.86</u>	\$ 66,404.08

LICENSES AND PERMITS

Business licenses	\$ 5,923.44	
Dodger licenses	50.00	
Pinball machine licenses	216.00	
Dog Licenses	<u>1,079.60</u>	\$ 7,269.04

FINES AND PENALTIES

Court Fines	\$ 3,982.90	
Motor Vehicle fines	<u>13,794.00</u>	\$ 17,776.90

FRANCHISES

Garbage	\$ 1,500.00	
Pacific Gas & Electric Company	<u>1,268.87</u>	\$ 2,768.87

SALES

Lands		\$ 4,015.87
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STATE OF CALIFORNIA

Liquor License	\$ 1,578.75	
Motor Vehicle in lieu tax	<u>4,939.47</u>	\$ 6,518.22

INSPECTION FEES

Building	\$ 747.00	
Electrical	89.00	
Plumbing	<u>199.50</u>	\$ 1,035.50

LIBRARY

\$ 1,788.66

SPECIAL ASSESSMENTS

Current year	\$ 2,389.80	
Prior years	<u>46.57</u>	\$ 2,436.37

FORWARD

\$110,013.51

BROUGHT FORWARD

\$110,013.51

MISCELLANEOUS

Municipal reports to Title Companies	\$ 423.00	
From merchants for parking lot	419.50	
Rentals of City property	560.00	
From service club - Park donation	7.17	
Miscellaneous	<u>71.36</u>	<u>1,481.02</u>

TOTAL

\$111,494.53

EXHIBIT C  
ANALYSIS OF EXPENDITURES  
FISCAL YEAR ENDED JUNE 30, 1944

LEGISLATIVE

Printing Ordinances, office supplies, etc. \$1,414.84

FINANCE OFFICE ACCOUNTS

Auditor and controller (salary)	\$ 3,354.00	
Special auditing or accounting	175.00	
Treasurer (salary)	300.00	
Collection of revenue (Tax Collector)	<u>2,063.50</u>	5,892.50

LAW OFFICE AND ACCOUNTS - City Attorney salary 1,200.00

ELECTIONS - General municipal 317.66

JUDICIAL - Salary of judge 600.00

GENERAL GOVERNMENT BUILDINGS

General expenditures 1,779.39

PROTECTION TO PERSON AND PROPERTY

Police department	\$23,372.57	
Fire department	22,768.00	
Plumbing inspection	1,869.50	
Police and fire alarm	463.78	
Compensation insurance	2,793.18	
Civilian defense	<u>13.93</u>	51,280.96

STREETS

General administration	\$10,638.49	
Equipment	1,369.70	
Street Lighting	<u>8,243.16</u>	20,251.35

EDUCATION - Library 5,690.84

RECREATION

Parks and street trees	\$ 520.00	
Playgrounds	<u>3,790.32</u>	<u>4,310.32</u>

FORWARD \$92,737.86

BROUGHT FORWARD

\$ 92,737.86

MISCELLANEOUS

Advertising and promotion	\$ 1,210.00	
Rental of City property to apply on options	<u>3,048.00</u>	4,258.00

INTEREST - General City Bonds 1,680.00

REDEMPTION OF DEBT - General City Bonds 5,000.00

SPECIAL ASSESSMENTS

Interest	485.10	
Redemption	<u>2,000.00</u>	<u>2,485.10</u>

TOTAL

\$106,160.96



EXHIBIT D

STATEMENT OF CHANGES IN FUNDS

FISCAL YEAR ENDED JUNE 30, 1944

	<u>Available Balance 7/1/43</u>	<u>Receipts</u>	<u>Total</u>	<u>Expenditures</u>	<u>Available Balance 6/30/44</u>
General Fund	\$16,680.81	\$96,271.15	\$112,951.96	\$111,893.15	\$ 1,058.81 ^
Library Fund	1,035.93	6,435.89	7,471.82	5,690.84	1,780.98 ^
Gas Tax Fund	5,986.12	-- --	5,986.12	-- --	5,986.12 ^
Bond Funds:					
General Obligations	7,856.45	5,737.53	13,593.98	6,680.00	6,913.98 ^
1911 Street Improvements	98.57	-- --	98.57	-- --	98.57 ^
1915 " "	(15,706.40)	-- --	(15,706.40)	-- --	(15,706.40) ^
1915 Bond Protection	13,969.65	734.83	14,704.48	-- --	14,704.48 ^
1925 Street Improvement	3,103.69	2,420.81	5,524.50	2,485.10	3,039.40 ^
Postwar Funds	-- --	19,502.95	19,502.95	16,000.00	3,502.95
New Engine House Fund	-- --	560.00	560.00	-- --	560.00
Downtown Parking Lot	-- --	419.50	419.50	-- --	419.50
	<u>\$33,024.82</u>	<u>\$132,082.66</u>	<u>\$165,107.48</u>	<u>\$142,749.09</u>	<u>\$22,358.39</u>

7.17 - Real Bank  
349528 PW  
35077

223,073.59  
16000

EXHIBIT E

STATEMENT OF BONDS OUTSTANDING

JUNE 30, 1944

	<u>Outstanding 7/1/43</u>	<u>Redeemed to 8/30/44 .</u>	<u>Outstanding 6/30/44</u>
Bonds:			
1911 Street Impr. \$	31,615.00	\$ 1,750.00	\$ 29,865.00
1915 " "	3,592.80	-- --	3,592.80
1925 " "	30,435.00	2,000.00	28,435.00
General Obligation	<u>28,000.00</u>	<u>5,000.00</u>	<u>23,000.00</u>
TOTAL	<u>\$ 93,642.80</u>	<u>\$ 8,750.00</u>	<u>\$ 84,892.80</u>