

January 12, 1950

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, 1949, and beg to submit herewith the following exhibits:

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

Scope of the Examination

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

Central Bank - Oakland for the account of Bank of America

Oakland High School District 5/1950	\$10,000.00
Alameda High School District 4-3/4/1959	13,000.00
Napa Union High School District 1 1/4/1964	<u>30,000.00</u>
	<u>\$53,000.00</u>

Bank of America - San Francisco for the account of the
American Trust Co., San Anselmo

Santa Ana Junior College 1 1/4/1950	\$49,000.00
City of Los Angeles High School 2 1/4/1955	<u>50,000.00</u>
	<u>\$99,000.00</u>

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, San Francisco \$20,000.00 face value of Series "G" U. S. Certificates of Indebtedness, due October 1, 1949. This fact was confirmed direct from that bank. These securities have since been sold.

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. Test checks were made of the City Dockets and the Municipal Judges' Record Book for verification of fines levied and collected and these receipts were likewise traced into the record of cash received.

This examination did not cover a detailed check of all transactions, and only test checks were made of various items of record. Such checks were made of the cancelled warrants returned during the year by the banks. These warrants were examined for approval by the Finance Committee, and the arithmetical accuracy of the items appearing upon the attachments checked.

The Assessment Lists were test checked for arithmetical accuracy and the calculation of the total tax assessment was verified.

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

If there is anything further in respect to these accounts, we shall be pleased to furnish it to you upon request.

We wish to take this opportunity of expressing our appreciation for the co-operation extended to us by the staff in the City Clerks' office.

Yours very truly,

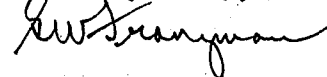


EXHIBIT A

TOWN OF SAN ANSELMO

SUMMARY OF REVENUES AND EXPENDITURES

FISCAL YEAR ENDED JUNE 30, 1949

AVAILABLE CASH - JULY 1, 1948

\$ 35,611.77

REVENUES:

General Property tax	\$130,043.98	
Licenses and Permits	11,757.82	
Fines and Penalties	6,762.50	
Privileges	3,200.96	
Rent of Property	140.00	
Sale of Property	51.00	
Interest Received	200.00	
Subventions and Grants	48,976.96	
Inspection Fees	5,188.55	
Library Rentals & Fines	2,356.08	
Miscellaneous	1,297.00	
Special Assessments	43.61	
Employees Income Tax Withheld	<u>7,344.11</u>	\$ 217,362.57

EXPENDITURES:

General City Government	\$ 21,652.34	
Protection to Person and Property	93,815.62	
Streets	66,491.81	
Library	15,019.61	
Playgrounds	8,343.26	
Miscellaneous	773.05	
Interest	450.00	
Redemption of Debt	3,000.00	
Special Assessments	3,168.33	
Employees Income Tax Withheld	<u>7,344.11</u>	220,058.13
Excess of Expenditures over Revenues		\$ <u>2,695.56</u>
		\$ 32,916.21
To Transfer from Reserve Funds, appropriations made in prior years		<u>18,100.00</u>
<u>Total Available Cash - June 30, 1949</u>		\$ 51,016.21
<u>Add Back Outstanding Warrants & Bills Payable</u>		<u>14,334.77</u>
<u>TOTAL CASH ON HAND - JUNE 30, 1949</u>		\$ <u>65,350.98</u>

DISTRIBUTED AS FOLLOWS:

Bank of America, San Anselmo Branch	\$ 40,838.86	
American Trust Co., San Anselmo Branch	3,962.12	
Tax Collector's Petty Cash & Change Fund	550.00	
U. S. Bonds	<u>20,000.00</u>	\$ <u>65,350.98</u>

65350.98
60656.59
4694.39

65350.98
1545
63800.98

EXHIBIT BANALYSIS OF REVENUESFISCAL YEAR ENDED JUNE 30, 1949GENERAL PROPERTY TAX

Current Taxes	\$126,649.96	
Delinquent Taxes	3,379.01	
Solvent Credits from County	<u>15.01</u>	\$ 130,043.98

LICENSES AND PERMITS

Business Licenses	\$ 9,545.42	
Dog Licenses	1,735.40	
Permits, etc.	<u>477.00</u>	11,757.82

FINES AND PENALTIES

Court fines and Penalties	\$ 775.00	
Motor Vehicle Fines	<u>5,987.50</u>	6,762.50

PRIVILEGES

Garbage	\$ 1,500.00	
Pacific Gas and Electric Co.	<u>1,700.96</u>	3,200.96

RENT OF PROPERTY

140.00

SALE OF PROPERTY

51.00

INTEREST ON UNITED STATES BONDS

200.00

SUBVENTIONS AND GRANTS

State Liquor Licenses	\$ 5,667.50	
State Gasoline Taxes	22,195.00	
Motor Vehicle in Lieu Tax	<u>21,114.46</u>	48,976.96

INSPECTION FEES

Building, Plumbing and Electrical		5,188.55
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EDUCATION

Library Rentals and Fines		2,356.08
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MISCELLANEOUS

Gifts and Donations to Fire Dept.	\$ 625.00	
Title Reports and Sundry	<u>672.00</u>	1,297.00

SPECIAL ASSESSMENTS

43.61

TRUST FUNDS

Employees Income Tax Withheld		<u>7,344.11</u>
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TOTAL REVENUES\$ 217,362.57

EXHIBIT CANALYSIS OF EXPENDITURESFISCAL YEAR ENDED JUNE 30, 1949LEGISLATIVE

Printing, Stationery and Office Expense \$ 1,720.35

FINANCE OFFICES AND ACCOUNTS

Auditor and Controller Salary	\$ 2,212.00	
Special Auditing	200.00	
Treasurer	300.00	
Tax Collector - including two deputy clerks	7,637.00	
Other Part time Clerical help	<u>497.35</u>	10,846.35

LAW OFFICES AND ACCOUNTS

City Attorney Salary	\$ 1,500.00	
Other Legal Expense	<u>1,217.54</u>	2,717.54

OTHER GENERAL OFFICES AND ACCOUNTS

Civil Service Examinations	\$ 150.24	
Sundry	<u>1,472.56</u>	1,622.80

ELECTIONS

General 1,143.59

JUDICIAL

Salary of Judge 900.00

GENERAL GOVERNMENT BUILDINGS

Building Repairs	\$ 1,285.83	
Telephone and General Expense	<u>1,415.88</u>	<u>2,701.71</u>

TOTAL GENERAL GOVERNMENT \$ 21,652.34PROTECTION TO PERSON AND PROPERTY

Police Department	\$ 40,638.71	
Fire Department	48,004.80	
Inspection	688.50	
Compensation Insurance	<u>4,483.61</u>	<u>93,815.62</u>

Carried Forward \$115,467.96

EXHIBIT C (2)

Brought Forward

\$ 115,467.96

STREETS

General Administration & Engineering	\$ 3,762.24	
Construction	7,822.67	
Maintenance	31,862.74	
Acquisition	14,013.73	
Street Lighting	<u>9,030.43</u>	66,491.81

LIBRARY

15,019.61

PLAYGROUNDS

8,343.26

MISCELLANEOUS

Advertising and Promotion 773.05

INTEREST

General City Bonds 450.00

REDEMPTION OF DEBT

General City Bonds 3,000.00

SPECIAL ASSESSMENTS

Interest	\$ 233.33	
Redemption	<u>2,935.00</u>	3,168.33

EMPLOYEES INCOME TAX WITHHELD

7,344.11

TOTAL EXPENDITURES

\$ 220,058.13

EXHIBIT D

TOWN OF SAN ANSELMO

STATEMENT OF CHANGES IN FUNDS

FISCAL YEAR ENDED JUNE 30, 1949

*11/23/49
11/23/49
11/23/49*

	<u>Available Balance July 1, 1948</u>	<u>Transfer and Receipts</u>	<u>Total</u>	<u>Transfer and Expenditures</u>	<u>Available Balance June 30, 1949</u>
General Fund	\$ 1,600.23	\$197,726.53	\$196,126.30	\$175,196.87	\$ 20,929.43
Library Fund	3,131.40	13,973.44	17,104.84	15,019.61	2,085.23
Gas Tax Fund	4,618.46	22,195.00	26,813.46	7,564.38	19,249.08
<u>Bond Funds</u>					
General Obligations	4,342.34	2,114.59	6,456.93	3,450.00	3,006.93
1911 Street Improvements	98.57	-	98.57	-	98.57
1915 " "	501.28	-	501.28	-	501.28
1925 " "	5,385.73	43.61	5,429.34	3,168.33	2,261.01
Reserve Fund	13,014.50	-	13,014.50	13,014.50	-
New Engine House Fund	2,833.40	-	2,833.40	2,833.40	-
Park and Recreation Fund	1,712.28	9,515.66	11,227.94	8,343.26	2,884.68
Fire Alarm	1,574.04	-	1,574.04	1,574.04	-
TOTALS	<u><u>\$35,611.77</u></u>	<u><u>\$245,568.83</u></u>	<u><u>\$281,180.60</u></u>	<u><u>\$230,164.39</u></u>	<u><u>\$51,016.21</u></u>

EXHIBIT E

STATEMENT OF BONDS OUTSTANDING

JUNE 30, 1949

<u>Bonds:</u>	<u>Outstanding</u> <u>7/1/48</u>	<u>Redeemed to</u> <u>6/30/49</u>	<u>Outstanding</u> <u>6/30/49</u>
1911 Street Improvement	\$ 29,865.00	\$ -	\$ 29,865.00
1915 " "	3,592.80	-	3,592.80
1925 " "	3,935.00	-	3,935.00
General Obligations	<u>9,000.00</u>	<u>3,000.00</u>	<u>6,000.00</u>
TOTALS	<u>\$ 46,392.80</u>	<u>\$ 3,000.00</u>	<u>\$ 43,392.80</u>