

MEMORANDUM

TO: Town Manager
FROM: George T. Warman, Jr., Director of Administrative Services/Town Treasurer
DATE: September 15, 2015
SUBJECT: FY 2013-2014 Sales Tax Override Transactions and Ending Balance on Accrual Basis

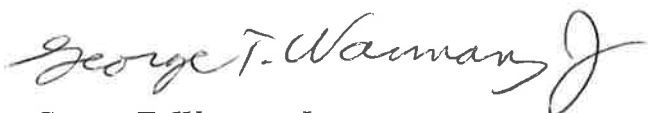
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The Corte Madera ½ Cent Sales Tax Override (State of California – Board of Equalization Fund Number 353) became effective April 1, 2014. Transactions on the accrual basis during FY 2013-2014 resulted in an ending balance of \$534,848.38. Transactions were as follows:

Opening Balance	0
Revenue	544,871.19 (Attachment #1)
Expenditures	<u>(10,022.81)</u> (Attachment #2)
Closing Balance	534,848.38

Page 126 of the June 30, 2014 Comprehensive Annual Financial Report (CAFR), otherwise referred to the Audited Financial Statements, is included in Attachment #3. This page summarizes Town Fund Number 120 which is a segregation of the Town General Fund for tracking transactions of the Sales Tax Override. The ending balance(s) is/are transferred over to the General Fund proper on pages 32 and 33 (only on page 32 for the June 30, 2014 Statements) as the Sales Tax Override is an integral part of the Town General Fund.

This report is up on the Town Website in the Finance Section.



George T. Warman, Jr.
Director of Administrative Services/
Town Treasurer

Attachments:

1. Revenue Transactions
2. Expenditure Transactions
3. Pages from June 30, 2014 CAFR

CC: Mayor and Town Council
Sales Tax Citizen Oversight Committee
Town Clerk

ATTACHMENT #1
Revenue Transactions



STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER
99692049

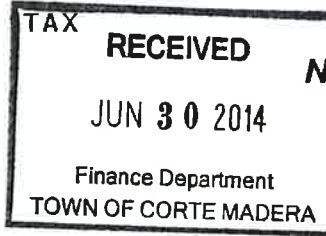
DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account at bank 121000358 from the RETAIL SALES TAX

06 | 25 | 14

TOWN OF CORTE MADERA T & U TAX
TOWN MANAGER
PO BOX 159
CORTE MADERA
94976-0159

CA



DOLLARS CENTS
\$**162761.97

NOT NEGOTIABLE

353

PAYEE IDENTIFICATION NUMBER(S)

When changing accounts or financial institutions, notify your retirement system or agency accounting office immediately. Do not close your old account until you have received your first payment in your new account.



JOHN CHIANG
CALIFORNIA STATE CONTROLLER

STATE OF CALIFORNIA - BOARD OF EQUALIZATION STATEMENT OF ADD-ON TAX DISTRIBUTION

353 DATE: 06/16/2014 FOR THE PERIODS SHOWN BELOW
PAYEE: TOWN OF CORTE MADERA T & U TAX
TOWN MANAGER

TOTAL DUE	1st Qtr 14	61.97
PRIOR CREDITS		0.00
PRIOR ADVANCES	1st Qtr 14	0.00
COST OF ADMIN		0.00
<hr/>		
BALANCE	1st Qtr 14	61.97
CURRENT ADVANCE	Apr 2014	162,700.00
<hr/>		
TOTAL PAYMENT		162,761.97



STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER
99978507

DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account at bank 121000358 from the RETAIL SALES TAX

07 | 16 | 14

TOWN OF CORTE MADERA T & U TAX
TOWN MANAGER
PO BOX 159
CORTE MADERA CA
94976-0159

DOLLARS :CENTS
\$**162700.00

RECEIVED
JUL 18 2014
Finance Department
TOWN OF CORTE MADERA

NOT NEGOTIABLE

353
PAYEE IDENTIFICATION
NUMBER(S)

When changing accounts or financial institutions, notify your retirement system or agency accounting office immediately. Do not close your old account until you have received your first payment in your new account.



JOHN CHIANG
CALIFORNIA STATE CONTROLLER

STATE OF CALIFORNIA - BOARD OF EQUALIZATION STATEMENT OF ADD-ON TAX DISTRIBUTION

353 DATE: 07/07/2014 FOR THE PERIODS SHOWN BELOW
PAYEE: TOWN OF CORTE MADERA T & U TAX
TOWN MANAGER

CURRENT ADVANCE	May 2014	162,700.00
PRIOR CREDITS		0.00
TOTAL PAYMENT		162,700.00



STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER
99410511

DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account at bank 121000358 from the RETAIL SALES TAX

08 | 20 | 14

TOWN OF CORTE MADERA T & U TAX
TOWN MANAGER
PO BOX 159
CORTE MADERA CA
94976-0159

DOLLARS	CENTS
\$**216900	.00

NOT NEGOTIABLE

353

PAYEE IDENTIFICATION
NUMBER(S)

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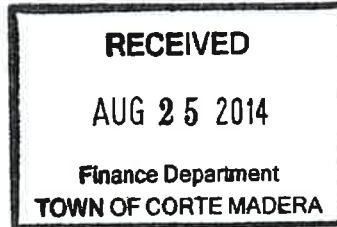


JOHN CHIANG
CALIFORNIA STATE CONTROLLER

STATE OF CALIFORNIA - BOARD OF EQUALIZATION STATEMENT OF ADD-ON TAX DISTRIBUTION

353 DATE: 08/12/2014 FOR THE PERIODS SHOWN BELOW
PAYEE: TOWN OF CORTE MADERA T & U TAX
TOWN MANAGER

CURRENT ADVANCE	Jun 2014	216,900.00
PRIOR CREDITS		0.00
TOTAL PAYMENT		216,900.00



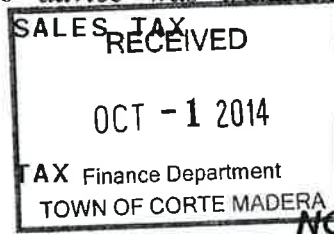


STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER
99915991

DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account at bank 121000358 from the RETAIL SALES TAX



09 | 26 | 14

DOLLARS CENTS

\$**158309.22

NOT NEGOTIABLE

TOWN OF CORTE MADERA T & U
TOWN MANAGER
PO BOX 159
CORTE MADERA CA
94976-0159

TAX Finance Department
TOWN OF CORTE MADERA

353
PAYEE IDENTIFICATION NUMBER(S)

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JOHN CHIANG
CALIFORNIA STATE CONTROLLER

STATE OF CALIFORNIA - BOARD OF EQUALIZATION STATEMENT OF ADD-ON TAX DISTRIBUTION

353 DATE: 09/19/2014 FOR THE PERIODS SHOWN BELOW
PAYEE: TOWN OF CORTE MADERA T & U TAX
TOWN MANAGER

TOTAL DUE	2nd Qtr 14	550,089.22
PRIOR CREDITS		0.00
PRIOR ADVANCES	2nd Qtr 14	542,300.00-
COST OF ADMIN		5,280.00-

BALANCE	2nd Qtr 14	2,509.22
CURRENT ADVANCE	Ju1 2014	155,800.00
TOTAL PAYMENT		158,309.22

ATTACHMENT #2
Expenditure Transactions



TOWN OF CORTE MADERA

FINANCE DEPT. - P.O. BOX 159
CORTE MADERA, CA. 94976-0159
(415) 927-5055

NO. 208475

INVOICE NUMBER	DATE	P.O. NUMBER	DESCRIPTION	DISCOUNT	AMOUNT
BE112360	05/30/2014		IMPLEMENTATION OF THE NEW TOCM	0.00	10,022.81
					10,022.81

PLEASE DETACH BEFORE DEPOSITING



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

TOWN OF CORTE MADERA

FINANCE DEPT. P.O. BOX 159
CORTE MADERA, CA. 94976-0159
(415) 927-5055

BANK OF MARIN
www.bankofmarin.com
(415) 927-BANK (800) 854-5111
504 TAMALPAIS DR., CORTE MADERA, CA 94925

90-4187
1211

VENDOR NUMBER	DATE	CHECK NUMBER	CHECK AMOUNT
st170c	06/11/2014	208475	10,022.81

VOID AFTER 90 DAYS FROM
THIS DATE OF ISSUE

PAY Ten Thousand Twenty Two Dollars and Eighty One Cents

NON-NEGOTIABLE

DAVID JAMES BRACKEN, TOWN MANAGER
or by an AUTHORIZED DEPUTY

NON-NEGOTIABLE

GEORGE T. WARMAN, JR., DIRECTOR OF ADMIN. SERVICES &
TOWN TREASURER or by an AUTHORIZED DEPUTY

TO THE STATE BOARD OF EQUALIZATION
ORDER 450 N STREET MIC 13
OF PO BOX 94289
SACRAMENTO, CA 94279-0013

COPY

COPY

COPY

COPY

COPY



TOWN OF CORTE MADERA

FINANCE DEPT. P.O. BOX 159
CORTE MADERA, CA, 94976-0159
(415) 927-5055

CLAIM
VOUCHER NO. 208475

THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

DATE	CHECK NUMBER	VENDOR NUMBER	VENDOR	CLAIM VOUCHER NO.
6/11/2014	208475	SI170C	STATE BOARD OF EQUALIZATION	208475

PURCHASE ORDER NO.	P.O. DATE	INVOICE NUMBER	INVOICE DESCRIPTION	ACCOUNT DISTRIBUTION	AMOUNT DUE
1.		BE112360	IMPLEMENTATION OF THE NEW TO	120-11-1509	10,022.81
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
GRAND TOTAL					10,022.81

AUDITING OFFICER'S CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Town of Corte Madera, and that I am authorized to authenticate and certify to said claim.

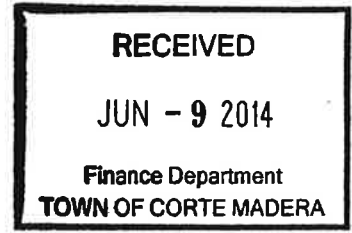
X _____

ST 170c

BOARD OF EQUALIZATION
450 N STREET MIC 13
PO BOX 942879
SACRAMENTO CA 94279-0013

Invoice Number: BE112360
Date: 5/30/2014

ATTN: TOWN MANAGER
TOWN OF CORTE MADERA
300 TAMALPAIS DRIVE
CORTE MADERA CA 94925



The cost incurred by the Board for work associated with the implementation of the new Town of Corte Madera Transactions and Use Tax.

	Quantity	Unit Price	Total
Preparatory Costs	1	\$10,022.81	\$10,022.81
		Subtotal:	\$10,022.81

APPROVED FOR PAYMENT BY
[Signature]
GEORGE T. WARMAN, JR.
DIR. ADMIN. SERVICES
TOWN TREASURER
TOWN OF CORTE MADERA
6/09/14
DATE

Total Amount Due: \$10,022.81

120-11-1509

IMPORTANT NOTE:

Please make check payable to STATE BOARD OF EQUALIZATION. Write the invoice number on the check and enclose copy of invoice so that we can properly credit your account. If you have any questions, please call (916) 327-9638.

For Accounting Branch Use Only:

2013	365	1312	9299	\$10,022.81
			Total:	\$10,022.81

Originating Unit: Financial Management Division
103374

ATTACHMENT #3
Pages from June 30, 2014 CAFR

TOWN OF CORTE MADERA, CALIFORNIA

Schedule of Revenues and Expenses - General Fund Sales Tax Override

For the year ended June 30, 2014

	<u>2014</u>
REVENUES	
Sales and use tax (cash)	\$ 162,762
Sales and use tax (accrual)	382,109
Total revenues	<u>544,871</u>
EXPENDITURES	
State Board of Equalization set-up charge	10,023
Total expenditures	<u>10,023</u>
REVENUES OVER EXPENDITURES	534,848
Transfer to General Fund	(534,848)
REVENUES NET OF EXPENDITURES AND TRANSFER	<u><u>\$ -</u></u>

TOWN OF CORTE MADERA, CALIFORNIA

Statement of Revenues, Expenditures, and Changes in Fund Equity - Budget and Actual

General Fund

For the year ended June 30, 2014

(with comparative actual amounts for the year ended June 30, 2013)

	Original Budget	Amended Budget	2014 Actual	Variance Favorable (Unfavorable)	2013 Actual
REVENUES:					
Taxes:					
Property taxes	\$ 3,966,000	\$ 4,290,000	4,294,505	\$ 4,505	\$ 3,831,800
Property tax in-lieu of MVLF	736,000	766,000	765,978	(22)	736,211
Sales and use tax	5,900,000	5,900,000	6,373,745	473,745	5,779,542
Sales tax override	-	500,000	534,848	34,848	-
Transient occupancy tax	685,000	860,400	861,925	1,525	728,551
Franchise tax	1,059,000	1,106,000	1,108,727	2,727	1,091,827
Business license tax	500,000	520,000	517,143	(2,857)	501,624
Real property transfer tax	90,000	90,000	85,046	(4,954)	94,369
Paramedic special tax	461,000	461,000	446,512	(14,488)	429,032
Total taxes	13,397,000	14,493,400	14,988,429	495,029	13,192,956
Fines and forfeitures	5,000	5,000	13,766	8,766	6,553
Use of money and property:					
Lease income	46,000	46,000	46,024	24	45,630
Total use of money and property	46,000	46,000	46,024	24	45,630
Intergovernmental:					
State fire disaster reimbursement	-	279,500	279,474	(26)	328,039
State property tax relief	22,000	22,000	22,291	291	22,430
State public safety	72,000	72,000	73,803	1,803	71,197
Excess MVLF's	-	-	-	-	9,196
Southern Marin Fire District reimbursement	270,000	252,000	252,011	11	226,380
Marin Hazardous Materials Team	17,000	-	-	-	16,684
State mandated cost reimbursement	-	-	494	494	-
Total intergovernmental	381,000	625,500	628,073	2,573	673,926
Charges for services:					
Building charges	305,000	335,000	338,132	3,132	316,204
Engineering charges	100,000	100,000	100,280	280	86,700
Planning charges	83,000	115,000	118,087	3,087	84,167
Public works parks maintenance charges	15,000	15,000	15,244	244	12,130
Parks and recreation facilities capital fees	125,000	125,000	142,751	17,751	122,544
Other charges and fees	63,000	63,000	71,085	8,085	83,323
Fire charges	43,000	43,000	36,264	(6,736)	45,775
Ambulance charges	703,000	805,000	819,295	14,295	662,878
Total charges for services	1,437,000	1,601,000	1,641,138	40,138	1,413,721
Street impact fees	100,000	197,000	196,671	(329)	571,244
Other	10,000	10,000	22,620	12,620	18,162
Total revenues	15,376,000	16,977,900	17,536,721	558,821	15,922,192
EXPENDITURES:					
General government	2,007,100	2,062,400	2,015,679	46,721	1,838,868
Community development	996,700	1,087,100	1,073,133	13,967	894,455
Public safety	8,098,100	8,412,200	8,331,321	80,879	8,115,016
Public works	2,018,800	2,042,600	1,992,667	49,933	1,900,258
Culture and leisure	1,019,700	1,024,100	1,021,612	2,488	985,860
Debt service	285,200	282,200	279,084	3,116	282,884
Capital Outlay	1,343,500	684,500	683,147	1,353	725,734
Total expenditures	15,769,100	15,595,100	15,396,643	198,457	14,743,075
REVENUES OVER (UNDER) EXPENDITURES	(393,100)	1,382,800	2,140,078	757,278	1,179,117
OTHER FINANCING SOURCES (USES):					
Proceeds from sale of assets	-	-	-	-	8,898
Transfers in	56,200	56,200	-	(56,200)	-
Transfers out	(463,800)	(663,800)	(773,910)	(110,110)	(603,388)
Total other financing sources (uses)	(407,600)	(607,600)	(773,910)	(166,310)	(594,490)
REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING (USES)	(800,700)	775,200	1,366,168	590,968	584,627
FUND BALANCES:					
Beginning of year	2,130,249	2,130,249	2,130,249	-	1,545,622
End of year	\$ 1,329,549	\$ 2,905,449	\$ 3,496,417	\$ 590,968	\$ 2,130,249

The accompanying notes are an integral part of these basic financial statements.

TOWN OF CORTE MADERA, CALIFORNIA

Statement of Expenditures by Department - Budgetary Level of Control - Budget and Actual

General Fund

For the year ended June 30, 2014

(with comparative actual amounts for the year ended June 30, 2013)

	Original Budget	Amended Budget	2014 Actual	Variance Favorable (Unfavorable)	2013 Actual
General government:					
Mayor and council	\$ 73,500	\$ 73,500	\$ 64,708	\$ 8,792	\$ 49,155
Legal services	125,000	145,000	140,512	4,488	114,139
Town administration	523,200	556,400	524,859	31,541	515,554
Administrative services	1,213,400	1,213,400	1,211,602	1,798	1,118,614
Marin General Services Authority	9,000	8,700	8,622	78	10,910
Marin LAFCO	9,000	9,200	9,199	1	8,585
Property tax collection services	54,000	56,200	56,177	23	21,911
Total general government	2,007,100	2,062,400	2,015,679	46,721	1,838,868
Community development:					
Planning	462,600	474,600	469,650	4,950	403,784
Building regulation	361,100	391,100	377,980	13,120	309,838
CM Chamber of Commerce	137,000	172,400	172,384	16	145,709
Marin Housing Authority	26,000	39,000	43,519	(4,519)	25,824
4th of July Program	10,000	10,000	9,600	400	9,300
Total community development	996,700	1,087,100	1,073,133	13,967	894,455
Public safety:					
Fire Department	4,894,300	5,201,100	5,126,609	74,491	5,003,843
Central Marin Police Authority	3,028,000	3,028,000	3,028,032	(32)	2,940,288
Disaster preparedness	21,800	21,800	15,459	6,341	20,687
Animal control services	85,000	85,000	85,004	(4)	83,420
Marin Emergency Radio Authority	59,000	60,200	60,140	60	59,308
Marin Telecommunications Agency	10,000	16,100	16,077	23	7,470
Total public safety	8,098,100	8,412,200	8,331,321	80,879	8,115,016
Public works:					
Engineering and public works administration	422,300	422,300	377,648	44,652	400,985
Flood control and storm drainage	728,800	734,600	731,774	2,826	645,792
Street maintenance	505,200	508,100	502,575	5,525	527,813
Street sweeping	79,500	93,500	122,645	(29,145)	74,199
Traffic signals, signs and striping	136,000	136,000	119,896	16,104	128,292
Street lighting	55,000	55,000	53,387	1,613	41,054
Transportation Authority of Marin	15,000	14,600	14,577	23	14,577
NPDES	77,000	78,500	70,165	8,335	67,546
Total public works	2,018,800	2,042,600	1,992,667	49,933	1,900,258
Culture and leisure:					
Parks and beautification	1,019,700	1,024,100	1,021,612	2,488	985,860
Total culture and leisure	1,019,700	1,024,100	1,021,612	2,488	985,860
Debt service:					
152 Willow Avenue Building	123,300	123,300	123,271	29	123,271
Police Facility Land	79,400	79,400	79,413	(13)	79,413
TRANS net interest expense	82,500	79,500	76,400	3,100	80,200
Total debt service	285,200	282,200	279,084	3,116	282,884
Capital Outlay					
Equipment replacement	288,500	273,500	273,359	141	394,494
Street impact fees	895,000	378,000	377,064	936	206,270
Park and recreation capital fees	160,000	33,000	32,724	276	124,970
Total Capital Outlay	1,343,500	684,500	683,147	1,353	725,734
Total expenditures	\$ 15,769,100	\$ 15,595,100	\$ 15,396,643	\$ 198,457	\$ 14,743,075

The accompanying notes are an integral part of these basic financial statements.