

CITY OF LEBANON
Lebanon, Oregon

AUDIT REPORT
FOR THE PERIOD JULY 1, 1948 TO JANUARY 31, 1949

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BOWERS, DAVIS AND HOFFMAN
CERTIFIED PUBLIC ACCOUNTANTS
PIONEER TRUST BUILDING
SALEM, OREGON

May 16, 1949

Honorable Mayor and Councilmen
CITY OF LEBANON
Lebanon, Oregon

Gentlemen:

In accordance with your request we have made an examination of the accounts and records of the CITY OF LEBANON, Oregon, for the period July 1, 1948 to January 31, 1949.

We have examined the classification of receipts and expenditures for the period and present herein certain financial statements and comments. Our examination has not included certain generally accepted auditing procedures and we therefore are unable to render an opinion in regard to the financial condition of the City as of January 31, 1949. However, your attention is directed to the following:

ASSESSMENTS RECEIVABLE

The Assessments Receivable at January 31, 1949 consisted of the following:

General Fund	\$ 3,289.94
Drainage and Reconstruction Reserve Fund	
Receivable from Property Holders	11,121.53
City of Lebanon's Share	92.85
1941 Series A Bond Fund	9,115.88
1948 Street Improvement Fund	
Receivable from Property Holders	56,116.60
City of Lebanon's Share	<u>12,004.37</u>
Total	<u>\$91,741.17</u>

The City Council should take definite action on the payment of the City's share of Assessments Receivable. If there is a sufficient unexpended balance in the estimated expenditures of the Street Department at the close of the current fiscal year the payment of these assessments could be charged to Street Department expenditures. If this procedure is not possible it may be necessary for the City to include amounts in future budgets until the City's share of these assessments has all been paid.

The Assessments Receivable of \$3,289.94 in the General Fund are assessments against property holders for improvements made in prior years and charged to the General Fund. A bookkeeping reserve for the full amount of these assessments has been set up and collections should be taken into the General Fund as received.

STATE TAX STREET FUND

The expenditures of the City for repair and maintenance of streets have all been charged to the State Tax Street Fund. These expenditures include the salaries of the Maintainer Operator, the other Street Department employees, and the Street Department expenses exclusive of amounts expended for purchase of equipment. It has been suggested that future expenditures for maintenance and repair of city streets be charged to the State Tax Street Fund rather than the General Fund as has been the practice in the past.

In the event you desire a more detailed explanation of any of the items included in this report, please let us know,

Yours very truly,

Bowers, Davis and Hoffman

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CITY OF LEBANON
 Linn County, Oregon

Combined Balance Sheet - All Funds
 January 31, 1949

Assets		Liabilities	
	Total	Total	Checking Accounts
General Fund	\$ 9,068.83		\$ (12,358.77)
Building Fund	200.00		--
Building Reserve Fund	18,752.92		18,752.92
Drainage and Reconstruction Reserve Fund	(4,888.64)		(32,203.02)
Sewage Disposal Reserve Fund	32,711.51		19,284.21
State Tax Street Fund	(117.30)		(117.30)
Highway One Way Street Fund	1,211.00		(1,755.28)
1941 Series A Bond Fund	9,271.28		4,281.70
1941 Series A Bond Interest Fund	28.88		28.88
Fire Equipment Reserve Fund	1.49		(3,997.21)
Civic Improvements Fund	20,840.02		12,697.60
Lebanon Rural Fire District Fund	(8,209.00)		(8,209.00)
1948 Street Improvements Fund	79,234.88		11,813.91
Swimming Pool Reserve Fund	2,009.17		2,009.17
Street and Bridge Repairs Reserve Fund	1,929.17		1,929.17
Trust and Agency Temporary Permits Fund	2,692.31		2,692.31
Total City Funds	\$152,203.97		\$ 11,731.12
Suspense Funds	14,407.76		--
City Recorder	3,692.62		--
City of Lebanon - Veterans' Housing			
Total All Funds	\$170,304.35		\$ 11,731.12

CITY OF LEBANON
Linn County, Oregon

Combined Balance Sheet - All Funds
January 31, 1949

<u>Savings Account</u>	<u>Recorder's Accounts</u>	<u>Other Cash and Cash Items</u>	<u>Investment in Property</u>	<u>Assessments Receivable</u>	<u>Due From Other Funds</u>
\$ --	\$ --	\$ --	\$ --	\$ 3,289.94	\$ --
800.00	--	--	--	--	--
--	--	--	--	--	--
19,400.00	--	--	--	11,214.38	--
15,800.00	--	--	--	--	650.00
--	--	--	--	--	--
--	--	--	6,239.22	--	--
--	--	--	--	9,115.88	--
--	--	--	--	--	--
4,000.00	--	--	--	--	--
--	--	--	--	--	5,142.43
--	--	--	--	68,120.97	--
--	--	--	--	--	--
--	--	--	--	--	--
<u>\$40,000.00</u>	\$ --	\$ --	\$ 6,239.22	\$91,741.17	\$ 5,792.43
--	14,071.37	336.39	--	--	--
--	--	3,695.62	--	--	--
<u>\$40,000.00</u>	<u>\$14,071.37</u>	<u>\$ 4,032.01</u>	<u>\$ 6,239.22</u>	<u>\$91,741.17</u>	<u>\$ 5,792.43</u>

CITY OF LEBANON
Linn County, Oregon
Combined Balance Sheet - All Funds
January 31, 1949

LIABILITIES AND FUND BALANCES	
General Fund	\$ 2,068.83
Building Fund	300.00
Building Reserve Fund	18,752.92
Bridgeway and Reconstruction Reserve Fund	(4,888.64)
Sewage Disposal Reserve Fund	32,714.22
State Tax Street Fund	(147.30)
Highway One Way Street Fund	4,511.00
1941 Series A Bond Fund	9,574.58
1941 Series A Bond Interest Fund	28.88
Fire Equipment Reserve Fund	49.
Civil Improvements Fund	20,840.03
Lebanon Rural Fire District Fund	(8,209.00)
1948 Street Improvements Fund	79,934.88
Swimming Pool Reserve Fund	2,009.17
Street and Bridge Repairs Reserve Fund	1,999.17
Trust and Agency Temporary Loans Fund	3,682.31
Total City Funds	\$155,503.97
Emergency Funds	14,407.76
City Recorder	3,682.62
City of Lebanon - Veterans' Housing	
Total All Funds	\$173,607.35

CITY OF LEBANON
Linn County, Oregon
Combined Balance Sheet - All Funds
January 31, 1949

Warrants Payable	Due to Other Funds	Reserve For Assessments Receivable	Current Surplus (Deficit)	Fund Balance
\$ 5,546.57	\$ 5,142.43	\$ 3,289.94	\$(23,047.77)	\$ --
--	--	--	800.00	--
16,360.20	--	--	2,392.72	--
13,009.60	--	--	(17,898.24)	--
--	--	--	35,714.51	--
--	--	--	(147.30)	--
4,511.00	--	--	--	--
--	--	--	9,574.58	--
--	650.00	--	(621.32)	--
--	--	--	.49	--
--	--	--	20,840.03	--
97.50	--	--	(8,306.50)	--
79,866.90	--	--	67.98	--
--	--	--	2,009.17	--
--	--	--	1,959.17	--
<u>2,759.41</u>	<u>--</u>	<u>--</u>	<u>932.90</u>	<u>--</u>
\$122,151.18	\$ 5,792.43	\$ 3,289.94	\$ 24,270.42	\$ --
--	--	--	--	14,407.76
--	--	--	--	<u>3,695.62</u>
<u>\$122,151.18</u>	<u>\$ 5,792.43</u>	<u>\$ 3,289.94</u>	<u>\$ 24,270.42</u>	<u>\$18,103.38</u>

CITY OF LEBANON
Linn County, Oregon

Summary Statement of Changes in Current Surplus - All Funds
July 1, 1948 to January 31, 1949

FUND	Current Surplus (Deficit) 7-1-48	Receipts	Expenditures	Current Surplus (Deficit) 1-31-49
General Fund	\$(8,388.80)	\$ 42,840.04	\$ 57,499.01	\$(23,047.77)
Building Fund	800.00	--	--	800.00
Building Reserve Fund	49,152.11	--	46,759.39	2,392.72
Drainage and Reconstruction Reserve Fund	11,622.64	15,021.46(2)	44,542.34	(17,898.24)
Sewage Disposal Reserve Fund	33,755.34	1,959.17	--	35,714.51
State Tax Street Fund	10,736.45	--	10,883.75	(147.30)
1941 Series A Bond Fund	9,574.58	--	--	9,574.58
1941 Series A Bond Interest Fund	(650.00)	28.68	--	(621.32)
Fire Equipment Reserve Fund	.49	--	--	.49
Civic Improvements Fund	10,091.18	10,748.85	--	20,840.03
Lebanon Rural Fire District Fund	3,239.15	1,500.00	13,045.65	(8,306.50)
1948 Street Improvements Fund	--	90,788.65(1)	90,720.67	67.98
Swimming Pool Reserve Fund	--	2,009.17	--	2,009.17
Street and Bridge Repairs Reserve Fund	--	1,959.17	--	1,959.17
Trust and Agency Temporary Permits Fund	--	15,252.77	14,319.87	932.90
Total City Funds	\$119,933.14	\$182,107.96	\$277,770.68	\$ 24,270.42
Suspense Funds				
City Recorder (Schedule A-1a)	10,519.54			14,407.76
City of Lebanon - Veterans Housing (Schedule A-1b)	3,560.94			3,695.62
Total All Funds	\$134,013.62			\$ 42,373.80
(1) and (2)	(1)	(2)		
Liens Assessed				
To Property Holders	\$ 78,784.38	\$ 14,928.61		
City's Share	12,004.27	92.85		
Total	\$ 90,788.65	\$ 15,021.46		

C I T Y O F L E B A N O N
Linn County, Oregon

Statement of City Recorder's Fund Balance
January 31, 1949

RECEIPTS AND BEGINNING BALANCE

Fund Balance at July 1, 1948		\$10,519.54
Receipts		
Parking Meter Collections	\$9,184.88	
Other Receipts	<u>9,332.22</u>	<u>18,517.10</u>
Total Receipts and Beginning Balance		\$29,036.64

DISBURSEMENTS AND TURNOVERS

Disbursements		
From Checking Account	\$4,857.36	
Turnovers		
From Parking Meter Account	\$3,870.40	
From Checking Account	<u>4,695.60</u>	8,566.00
Conversion Loss Settled (1)	<u>1,205.52</u>	<u>14,628.88</u>
Fund Balance at January 31, 1948		<u>\$14,407.76</u>

Fund Balance at January 31, 1948 Consists of:

Petty Cash		\$ 500.00
Cash Bond - W. A. Clendenen		250.00
Bail		474.00
Cash Over		8.86
Undistributed Parking Meter Collections		<u>13,174.90</u>
Total		<u>\$14,407.76</u>

(1) The amount received by the City in settlement of the conversion loss has all been taken into City General Fund Receipts.

CITY OF LEBANON
Linn County, Oregon

Statement of City of Lebanon - Veteran's Housing Fund Balance
January 31, 1949

RECEIPTS AND BEGINNING BALANCE

Fund Balance at July 1, 1948		\$3,560.94
Receipts		
Gross Expenditures Allowable	\$6,283.20	
Garbage Collection Fees	71.95	
Bunk Beds Sold	<u>33.00</u>	<u>6,388.15</u>
Total Receipts and Beginning Balance		<u>\$9,949.09</u>

EXPENDITURES AND TURNOVERS

Expenditures from Rent Account	\$3,243.47	
Expenditures from Garbage Fees	<u>10.00</u>	3,253.47
Turnover to City of Lebanon		<u>3,000.00</u>
Total Expenditures and Turnovers		<u>\$6,253.47</u>
Fund Balance at January 31, 1949		<u>\$3,695.62</u>

C I T Y O F L E B A N O N
Linn County, Oregon

Statement of Cash in Treasurer's Checking Account
January 31, 1949

FUND	<u>As Shown By Treasurer</u>	<u>Deduct Warrants Payable</u>	<u>As Shown By Recorder</u>
General Fund	\$ (12,358.77)	\$ 5,546.57	\$(17,905.34)
Building Fund	--	--	--
Building Reserve Fund	18,752.92	16,360.20	2,392.72
Drainage and Reconstruction Reserve Fund	(35,503.02)	13,009.60	(48,512.62)
Sewage Disposal Reserve Fund	19,264.51	--	19,264.51
State Tax Street Fund	(147.30)	--	(147.30)
Highway One Way Street Fund	(1,728.22)	4,511.00	(6,239.22)
1941 Series A Bond Fund	458.70	--	458.70
1941 Series A Interest Fund	28.68	--	28.68
Fire Equipment Reserve Fund	(3,999.51)	--	(3,999.51)
Civic Improvements Fund	15,697.60	--	15,697.60
Lebanon Rural Fire District Fund	(8,209.00)	97.50	(8,306.50)
1948 Improvements Fund	11,813.91	79,866.90	(68,052.99)
Swimming Pool Reserve Fund	2,009.17	--	2,009.17
Street and Bridge Repairs Reserve Fund	1,959.17	--	1,959.17
Trust and Agency Temporary Permits Fund	<u>3,692.31</u>	<u>2,759.41</u>	<u>932.90</u>
Totals	<u>\$ 11,731.15</u> (EXHIBIT A)	<u>\$ 122,151.18</u> (EXHIBIT A)	<u>\$(110,420.03)</u> OVERDRAFT

CITY OF LEBANON
Linn County, Oregon

Summary Statement of Actual Receipts Compared with
Budget Estimates July 1, 1948 to January 31, 1949

	Budget Estimates	Actual Receipts		Actual Receipts over (under) Estimates
		7-1-48 to 12-31-48	12-31-48 to 1-31-49	
General Fund				
Taxes - Current Year	\$ 66,280.10	\$ 11,544.89	\$ --	\$ (54,735.21)
Taxes - Prior Years	5,000.00	6,642.76	--	1,642.76
Fines and Bail Forfeits	15,000.00	5,608.15	593.50	(8,798.35)
Franchises	3,500.00	1,662.69	356.37	(1,480.94)
Business Licenses	1,500.00	162.00	993.00	(345.00)
State Liquor Tax	1,500.00	566.26	219.12	(714.62)
Inspection Fees	500.00	42.00	1.00	(457.00)
Refund Gas Tax	350.00	--	--	(350.00)
Rental or Sale of Property	450.00	458.95	20.00	28.95
Drivers License Fees	--	112.20	--	112.20
Auto Permits	800.00	--	--	(800.00)
Miscellaneous Items	5,000.00	145.09	25.69	(4,829.22)
Federal Public Housing	5,000.00	3,831.57	--	(1,168.43)
Interest	250.00	118.69	16.65	(114.66)
Street Oiling	150.00	132.80	--	(17.20)
1942 Non Bonded Items	750.00	300.04	--	(449.96)
1945 Non Bonded Sewers	600.00	1,318.10	--	718.10
Sale of Dirt Fill	--	2,959.56	200.00	3,159.56
Street Graveling	250.00	628.40	32.40	410.80
1946 Non Bonded Sewers	7,500.00	2,473.24	117.00	(4,909.76)
1946 Non Bonded Paving	3,500.00	1,905.00	--	(1,595.00)
Conversion Loss	--	1,083.33	--	1,083.33
Parking Meters	11,870.00	4,076.67	--	(7,793.33)
Road Fund	6,650.00	370.43	--	(6,279.57)
Budgeted Tax Transfers				
Sewage Disposal Plant Sinking Fund	(11,872.70)	(1,959.17)		9,913.53
Street & Bridge Repairs Sinking Fund	(11,872.70)	(1,959.17)		9,913.53
Swimming Pool Sinking Fund	(11,872.70)	(1,959.17)		9,913.53
Total Receipts	\$100,782.00	\$ 40,265.31	\$ 2,574.73	\$ (57,941.96)
Beginning Available Cash Balance	<u>\$(10,537.00)</u>	<u>\$(8,388.80)</u>	<u>--</u>	<u>\$ 2,148.20</u>
Total Receipts and Beginning Cash Balance	<u>\$ 90,245.00</u>	<u>\$ 31,876.51</u>	<u>\$ 2,574.73</u>	<u>\$(55,793.76)</u>

CITY OF LEBANON
Linn County, Oregon

Summary Statement of Actual Expenditures
Compared With Budget Appropriations
July 1, 1948 to January 31, 1949

GENERAL FUND

GENERAL GOVERNMENT	Budget Appropriations	Actual Expenditures		Actual (Over) Under Appropriations
		7-1-48 to 12-31-48	1-1-49 to 1-31-49	
Recorder's Office				
Salary - Recorder	\$ 3,200.00	\$ 1,600.01	\$ 264.00	\$ 1,335.99
Salary - Assistants	3,000.00	1,232.77	206.73	1,560.50
Supplies and Expense	300.00	379.42	49.49	(128.91)
Treasurer's Office				
Salary	500.00	250.00	41.25	208.75
Supplies and Expense	150.00	—	231.25	(81.25)
Attorney				
Salary	1,500.00	750.00	123.75	626.25
Expense	75.00	177.58	—	(102.58)
Mayor and Council	2,100.00	950.00	—	1,150.00
Audit	—	2,450.00	—	(2,450.00)
Elections and Advertising	100.00	156.30	128.75	(185.05)
PUBLIC SAFETY				
Police Department				
City Marshal	3,200.00	1,604.17	264.00	1,331.83
Night Police	3,100.00	1,553.00	255.76	1,291.24
Other Police (4)	11,500.00	4,267.22	1,006.06	6,226.72
Special and Extra Police	1,500.00	1,699.50	151.53	(351.03)
Police and Jail Expense	1,000.00	445.17	77.30	477.53
Police Car Expense	1,000.00	1,180.79	164.38	(345.17)
Fire Department				
Salaries - Firemen	6,200.00)			
Use of Car	600.00)			
Salary - Secretary	60.00)			
Fire Drills	510.00)			
Fire Calls	2,000.00)	6,983.76	1,069.03	3,107.21
Fire Meetings	420.00)			
Tires	200.00)			
Miscellaneous and Repair	300.00)			
Fire Hose	520.00)			
Other Supplies	350.00)			
Health Officer	60.00	30.00	—	30.00
Insurance	—	330.79	—	(330.79)

CITY OF LEBANON
Linn County, Oregon
Summary Statement of Actual Expenditures
Compared With Budget Appropriations
July 1, 1948 to January 31, 1949

GENERAL FUND

PUBLIC WORKS	Budget Appropriations	Actual Expenditures		Actual (Over) Under Appropriations
		7-1-48 to 12-31-48	1-1-49 to 1-31-49	
Street Department				
Superintendent of Streets	\$ 3,200.00	\$ 1,600.00	\$ 264.00	\$ 1,336.00
Other Employees	5,700.00	--	--	5,700.00
Maintainer Operator	3,000.00	--	--	3,000.00
Sewer Repairs and Maintenance	1,000.00	--	30.60	969.40
Bridges and Repairs	500.00	--	--	500.00
Truck Expenses	300.00	--	--	300.00
Hauling Dirt Sold	--	1,567.22	--	(1,567.22)
Maintainer Repairs	250.00	--	--	250.00
Street Improvement and Purchase of Property	13,000.00	7,500.00	--	5,500.00
Miscellaneous Items	750.00	716.90	--	33.10
City Engineer	1,000.00	3,437.76	276.46	(2,714.22)
Lights and Water	6,800.00	2,324.02	389.17	4,086.81
Mosquito Control	--	612.06	--	(612.06)
Parking Meters	--	4,087.92	717.09	(4,805.01)
Care of Public Property	1,200.00	275.55	37.50	886.95
EDUCATION				
Public Library	1,000.00	500.00	83.25	416.75
OTHER				
Miscellaneous and Contingent	4,000.00	154.75	--	3,845.25
Emergency	3,000.00	--	--	3,000.00
Public Employees Retirement System	1,500.00	783.91	75.33	640.76
State Industrial Accident Commission	600.00	312.06	52.36	235.58
Recording, Publications and Advertising	--	504.58	5.40	(509.98)
Heat - City Hall	--	230.58	176.08	(406.66)
Interest	--	710.70	--	(710.70)
Totals	<u>\$90,245.00</u>	<u>\$51,358.49</u>	<u>\$6,140.52</u>	<u>\$32,745.99</u>