



**City of Bradenton
2014 Budget Amendment**

TO: Mayor and Council

Date: May 28, 2014

Subject: Budget Amendment Number 14-08

REASON FOR AMENDMENT: Mid-Year Budget Adjustments

Increase

Decrease

Revenues

See following attachments

Disbursements

See following attachments

BUDGET REVISION NUMBER: BA14-08

AGENDA REFERENCE: 05/14/14

APPROVED Approved by council on 05/14/14 Consent Agenda 1a

POSTED: 05/28/14



City of Bradenton, Florida

City Council Agenda Memorandum

Agenda Item: Mid-Year 2014 Budget Adjustments

Agenda Date: May 14, 2014

Originated by: Jeana Winterbottom

Authorized by: Carl Callahan

Agenda Placement: CONSENT AGENDA

Explanation

Mid-Year Budget Adjustments recommended during 2nd Quarter Department Reviews

Financial Impact

Requested action to be taken by Council

Motion to approve budget adjustments as recommended by various Divisions

Staff Recommendation

Staff recommends approval

Attachments

Division Budget Adjustment Forms

RE: Agenda item due date

Tim McCann

Sent: Tuesday, May 20, 2014 9:15 AM

To: Jeana Winterbottom

Got it!

Summary of Actions
BRADENTON CITY COUNCIL
8:30 a.m. Wednesday, May 14, 2014
City Hall Council Chambers, 101 Old Main St.

Mayor Wayne Poston opened the meeting at 8:30 a.m.

Two proclamations were read for Police Week from May 11-17 that included Peace Officers Memorial Day on May 15 and National Safe Boating Week from May 17-23.

CONSENT AGENDA

- a) Mid-Year 2014 Budget Adjustments.
- b) Final Subdivision Plat approval of Harbor Sound Subdivision.
- c) Resolution 14-21: Reappointing Christian Medico and Caryl Ponder to Tree & Land Preservation Board.
- d) Resolution 14-20: Rehab project of single-family home.
- e) Resolution 14-19: Reappointing Al Youmans to the Code Enforcement Board.
- f) Public Event: Quickest Quacky 5K Race for Pace on May 17 in Riverwalk area.
- g) Request from Bradenton Police Department to use forfeiture funds to buy SWAT sighting systems.
- h) Request from Bradenton Police Department to use forfeiture funds to begin implementation of Data Works Rapid ID system.
- i) Contract renewal: Department of Corrections Work Squad.
- j) Election Services Agreement for the Nov. 4, 2014, City election.
- k) Minutes: April 23 City Council meeting.
- l) Resolution 14-22: Adoption of 2013 Manatee County Comprehensive Management Plan.

Item B was removed for later discussion. **MOTION TO APPROVE Consent Agenda Items A and C-L passed 5-0 (Gallo/Byrd)**

Monday, May 19, 2014



bradenton

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Full Site This Section

CC/City Council meeting

Wednesday, May 14, 2014 at 8:30 AM
to Wednesday, May 14, 2014 at 8:30 AM

AGENDA

BRADENTON CITY COUNCIL 8:30 a.m. Wednesday, May 14, 2014 City Hall Council Chambers, 101 Old Main St.

INVOCATION & PLEDGE (The City does not endorse the religious beliefs of any speaker.)

- Invocation by Pastor Don Sturiano, Kingdom Life Church

1. MEETING CALLED TO ORDER

- Mayor Wayne Poston

2. PROCLAMATIONS

- Police Week: May 11-17, 2014, and Peace Officers Memorial Day: May 15, 2014
- National Safe Boating Week: May 17-23, 2014

3. PRESENTATION

4. ADMINISTERING THE OATH

5. CITIZEN COMMENTS

6. CONSENT AGENDA

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- k) Minutes: April 23 City Council meeting.

l) Resolution 14-22: Adoption of 2013 Manatee County Comprehensive Management Plan.

Councilperson in charge of the meeting feels the request is justified, they will instruct the City Clerk as to how much time to allow on the agenda. Be advised that, in accordance with the Americans With Disabilities Act, persons needing a reasonable accommodation to participate in this proceeding should contact the City Clerk & Treasurer of the City of Bradenton at 101 Old Main Street, Bradenton, Florida 34205, telephone (941) 932-9445, not later than seven (7) days prior to the proceeding.

AT COUNCIL MEETING: If a person (or agent) wishes to address the City Council, they shall first complete a comment card available at the back of the Chamber. To discuss items listed on the agenda, the Public Hearing Comment (green) card should be completed. (Please circle "In Favor" or "Opposed" on the card as you will be summoned by that category.) To discuss non-agenda items, the Citizen Comment (yellow) card should be completed. (Please state topic you would like to comment on.) Submit the card to the City Clerk, who will then forward it to the Mayor. At the appropriate portion of the meeting, under Citizen Comment or at the time of the Public Hearing the Mayor will call your name to come forward. After being recognized by the Mayor, the person should come to the podium and, for the public record, state their name, address, whether they are a resident taxpayer of the City of Bradenton, and whether they are in favor of or against the item they wish to address. In the case of an agent, they shall identify themselves, then identify their clients by name, their clients' address, whether their clients are resident taxpayers of the City of Bradenton, and whether their clients are in favor of or against the topic they wish to address. They should then proceed to state their position or present their information. Appearance on all items will be limited to three (3) minutes unless the Mayor rules otherwise. (Note: If handouts are being distributed, please provide a minimum of ten (10) copies to the City Clerk. If you wish to display a drawing or rendering, contact the Public Information Officer prior to the meeting.) Any submissions commented on, photographs, letters, renderings, etc. will be kept by the City Clerk for the record.

PURSUANT TO FLORIDA STATUTE 286.0105: If a person decides to appeal any decision made by the board, council, agency, or commission at this meeting, such person will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

PLEDGE OF PUBLIC CONDUCT: We, the Mayor, City Council and Employees of the City of Bradenton, agree to: *Establish a process to promote positive interaction among ourselves and the citizens of Bradenton in a positive and non-threatening environment. *Encourage visible, involved and active participation among all. *Promote improved communication through active listening, providing feedback and honest expression of ideas. *Utilize consensus for decision making. *We realize that though we may disagree, we will be respectful of each other. *We will direct all comments to the issues and will avoid personal attacks.

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City of Bradenton Budget Adjustment Form

1. Complete and sign this budget adjustment form
2. Attach any supporting documentation
3. Submit to Finance Department / Sheila Lindergren

Total increases MUST EQUAL total decreases
Budget adjustments over \$10,000 require City Council approval

Requested by:

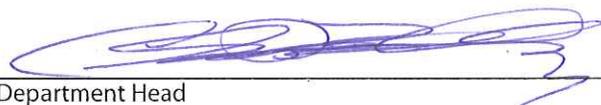
For department:

Date:

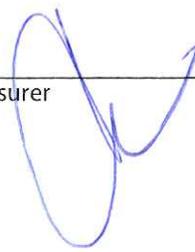
Explanation for Adjustment:

Account Number	<input type="text" value="46002-343410"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text" value="585,000"/>
Account Number	<input type="text" value="46002-343411"/>	Increase (in \$)	<input type="text" value="585,000"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>

APPROVED BY:



Department Head



City Clerk & Treasurer

Approved by City Council: 5/14/14
(date)



City of Bradenton Budget Adjustment Form

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Total increases **MUST EQUAL** total decreases
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Requested by: For department:

Date:

Explanation for Adjustment:

Account Number	<input type="text" value="00102 369800 FORFEIT REVENUE"/>	Increase (in \$)	<input type="text" value="39006"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00152100 551500 FORFEIT EXPNSE"/>	Increase (in \$)	<input type="text" value="39006"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00102 369815 FED FORFEIT REVEN"/>	Increase (in \$)	<input type="text" value="16490"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00152100 551800 FED FORFEIT EXP"/>	Increase (in \$)	<input type="text" value="16490"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00102 369825 ABAND PROP REVEN"/>	Increase (in \$)	<input type="text" value="5055"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00152100 551600 ABAND PROP EXP"/>	Increase (in \$)	<input type="text" value="5055"/>	Decrease (in \$)	<input type="text"/>

APPROVED BY:

Department Head


City Clerk & Treasurer

Approved by City Council: 5/14/14
(date)

Print Form

2.8.2008sb



City of Bradenton Budget Adjustment Form

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Requested by: For department:

Date:

Explanation for Adjustment:

Account Number	<input type="text" value="00102 36827 EXPLORER REVENUE"/>	Increase (in \$)	<input type="text" value="1589"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00152100 551300 EXPLORER EXP"/>	Increase (in \$)	<input type="text" value="1589"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>

APPROVED BY:

Department Head

City Clerk & Treasurer

Approved by City Council: 5/14/12
(date)

Print Form



City of Bradenton Budget Adjustment Form

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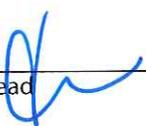
Requested by: Jeana Winterbottom For department: City Clerk Divisions

Date: 05-06-14

Explanation for Adjustment: Mid-Year Budget Adjustments for City Clerk Divisions

Account Number	Increase (in \$)	Decrease (in \$)
<u>00151200 532000</u>	<u>2200</u>	
<u>00151200 547100</u>	<u>500</u>	
<u>00151200 554000</u>	<u>300</u>	
<u>00151200 564000</u>	<u>11,800</u>	
<u></u>	<u></u>	<u></u>
<u>00151200 549500</u>	<u></u>	<u>14,800</u>

APPROVED BY:

Department Head 


City Clerk & Treasurer

Approved by City Council: 5/14/14
(date)

Print Form



City of Bradenton Budget Adjustment Form

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Budget adjustments over \$10,000 require City Council approval

Requested by: Jeana Winterbottom

For department: City Clerk Divisions

Date: 05-06-14

Explanation for Adjustment:

Mid-Year Budget Adjustments for City Clerk Divisions

Account Number	Increase (in \$)	Decrease (in \$)
<u>00151310 534000</u>	<u>3000</u>	
<u>00151310 548100</u>	<u>500</u>	
<u>00151310 531000</u>	<u>5000</u>	
<u>00151350 551000</u>	<u>776</u>	
<u>00158100 599100</u>		<u>9276</u>

APPROVED BY:

[Signature]
Department Head

[Signature]
City Clerk & Treasurer

Approved by City Council: 5/14/14

(date)

Print Form

2.8.2008sb



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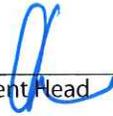
Requested by: For department:

Date:

Explanation for Adjustment:

Account Number	Increase (in \$)	Decrease (in \$)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

APPROVED BY:


Department Head


City Clerk & Treasurer

Approved by City Council: 5/14/14
(date)

Print Form

		FULL YEAR		
		From-Decrease	To-Increase	
PT Executive Assistant City Clerk	PT Wages	00151200 512000	00151200 513100	\$ 18,720
		CC Full time Wages	CC Part-time Wages	
PT HR Generalist	PT Wages	00151200 512000	00151310 513100	\$ 21,280
		CC Full time Wages	HR Part-time Wages	
	FICA	00151200 521000	00151310 521000	\$ 1,592
		City Clerk FICA	HR FICA	
	Retirement	00151200 522000	00151310 522000	\$ 1,479
		City Clerk FRS	HR FRS	
	Insurance	00151200 523000	00151310 513100	\$ 5,200
		CC Medical Insurance	HR Part-time Wages	
	PT Wages	00158100 599100	00151310 513100	\$ 4,720
		Contingency	HR Part-time Wages	
FICA	00158100 599100	00151310 521000	\$ 795	
	Contingency	HR FICA		
Retirement	00158100 599100	00151310 522000	\$ 689	
	Contingency	HR FRS		
W/C	00158100 599100	00151310 524000	\$ 78	
	Contingency	HR W/C		
FT Payroll Administrator	Wages	00151310 512000	00151300 512000	\$ 45,989
		HR Full time Wages	Finance Full time Wages	
	FICA	00151310 521000	00151300 521000	\$ 3,518
		HR FICA	Finance FICA	
	Retirement	00151310 522000	00151300 522000	\$ 3,196
		HR Retirement	Finance Retirement	
	Hospital	00151310 523000	00151300 523000	\$ 5,460
		HR Medical Insurance	Finance Medical Insurance	
	W/C	00151310 524000	00151300 524000	\$ 115
		HR W/C	Finance W/C	



City of Bradenton Budget Adjustment Form

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Requested by: Dave Beauchamp *DB* For department: Public Works & Utilities
Date: 4/17/2014

Explanation for Adjustment: Six (6) month budget adjustments for Public Works and Utilities.

Account Number	Increase (in \$)	Decrease (in \$)
<u>see attached</u>		

APPROVED BY:

[Signature]
Department Head

[Signature]
City Clerk & Treasurer

Approved by City Council: 5/14/14
(date)

Print Form

Public Works and Utilities
6 Month Budget Adjustments

ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	TYPE	INCREASE/DECREASE		
40253310	512000		REGULAR SALARIES & WAGES	E	49,000	Express Temps to 534000	
40253310	514000		OVERTIME	E	6,616		
40253310	534000		CONTRACTUAL SERVICES	E	45,000		
40253310	540100		TRAVEL & PER DIEM	E	1,800		
40253310	540200		EMPLOYEE AUTO EXPENSE	E	1,800		
40253310	546100		BUILDING REPAIR & MAINTENANCE	E	500		
40253310	546200		EQUIPMENT REPAIR & MAINTENANCE	E	2,000		
40253310	551100		EQUIPMT UNDER 2500	E	2,306		
40253310	552300		GEAR / UNIFORM SUPPLIES	E	1,422		
40253310	555000		EDUCATION / TRAINING	E	6,000		
			**Balance must equal zero		0		
40253320	540100		TRAVEL & PER DIEM	E	825		
40253320	540200		EMPLOYEE AUTO EXPENSE	E	825		
40253320	552100		EQUIPMENT FUEL	E	5,000		
40253320	552500		OTHER OPERATING SUPPLIES	E	5,000		
			**Balance must equal zero		0		
40253510	512000		REGULAR SALARIES & WAGES	E	3,500		
40253510	514000		OVERTIME	E	8,000		
40253510	534000		CONTRACTUAL SERVICES	E	3,500		
40253510	540100		TRAVEL & PER DIEM	E	1,101		
40253510	540200		EMPLOYEE AUTO EXPENSE	E	1,101		
40253510	552100		EQUIPMENT FUEL	E	2,000		
40253510	552500		OTHER OPERATING SUPPLIES	E	10,000		
			**Balance must equal zero		0		
40253515	512000		REGULAR SALARIES & WAGES	E	5,400	Express Temps to 534000	
40253515	514000		OVERTIME	E	5,000		
40253515	534000		CONTRACTUAL SERVICES	E	5,400		
40253515	540100		TRAVEL & PER DIEM	E	500		
40253515	540200		EMPLOYEE AUTO EXPENSE	E	500		
40253515	551100		EQUIPMT UNDER 2500	E	1,200		
40253515	552500		OTHER OPERATING SUPPLIES	E	6,200		
40253515	564000		MACH & EQUIPMT -CAPITAL OUTLAY	E	6,350		
			**Balance must equal zero		6,350		Emerg. Repair LS 45
40253520	512000		REGULAR SALARIES & WAGES	E	25,000	To Cover A & B Operators	
40253520	514000		OVERTIME	E	25,000		
40253520	542000		FREIGHT & POSTAGE SERVICES	E	1,000		
40253520	543000		ELECTRICITY - UTILITY SERVICES	E	50,000		
40253520	546100		BUILDING REPAIR & MAINTENANCE	E	3,000		
40253520	546200		EQUIPMENT REPAIR & MAINTENANCE	E	50,000		
40253520	549000		MISCELLANEOUS CHARGES	E	500		
40253520	551000		OFFICE SUPPLIES	E	500		
40253520	551100		EQUIPMT UNDER 2500	E	200		
40253520	552100		EQUIPMENT FUEL	E	5,000		
40253520	552200		VEHICLE FUEL	E	5,000		
40253520	552300		GEAR / UNIFORM SUPPLIES	E	6,000		
40253520	554000		BOOKS PUB & SUBSCRIPTIONS	E	800		
			**Balance must equal zero		0		
40254110	540100		TRAVEL & PER DIEM	E	731		
40254110	551200		COMPUTER EQUIP UNDER 2500	E	731		
			**Balance must equal zero		0		
40258100	599100		RESERVE FOR CONTINGENCIES		35,350		

Public Works and Utilities
6 Month Budget Adjustments

ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	TYPE	INCREASE/DECREASE	
43053810	514000		OVERTIME	E	10,000	18th Ave W Repair - 4,232 Est.
43053810	543200		TONNAGE CHGS - UTILITY SERVICE	E	1,000	
43053810	546200		EQUIPMENT REPAIR & MAINTENANCE	E	4,000	
43053810	546300		VEHICLE REPAIR & MAINTENANCE	E	4,000	
43053810	552200		VEHICLE FUEL	E	4,000	
43053810	553000		ROAD MATERIALS & SUPPLIES	E	4,000	
43053810	555000		EDUCATION / TRAINING	E	1,000	
			**Balance must equal zero		0	
46053400	543200		TONNAGE CHGS - UTILITY SERVICE	E	10,000	
46053400	543300		GAS - UTILITY SERVICES	E	155	
46053400	546100		BUILDING REPAIR & MAINTENANCE	E	1,000	
46053400	546200		EQUIPMENT REPAIR & MAINTENANCE	E	10,000	
46053400	549000		MISCELLANEOUS CHARGES	E	155	
46053400	551200		COMPUTER EQUIP UNDER 2500	E	125	
46053400	552100		EQUIPMENT FUEL	E	125	
46053400	552300		GEAR / UNIFORM SUPPLIES	E	1,000	
			**Balance must equal zero		0	
46053412	546200		EQUIPMENT REPAIR & MAINTENANCE	E	6,000	
46053412	546300		VEHICLE REPAIR & MAINTENANCE	E	6,000	
			**Balance must equal zero		0	

Public Works and Utilities
6 Month Budget Adjustments

ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	TYPE	INCREASE/DECREASE	
00151330	512000		REGULAR SALARIES & WAGES	E	3,500	Express Temps to 534000
00151330	534000		CONTRACTUAL SERVICES	E	3,500	
00151330	547100		PRINTING & BINDING	E	100	
00151330	551100		EQUIPMT UNDER 2500	E	125	
00151330	551200		COMPUTER EQUIP UNDER 2500	E	450	
00151330	555000		EDUCATION / TRAINING	E	675	
			**Balance must equal zero		0	
00151900	512000		REGULAR SALARIES & WAGES	E	6,700	
00151900	534000		CONTRACTUAL SERVICES	E	6,700	
00151900	540100		TRAVEL & PER DIEM	E	1,500	
00151900	546100		BUILDING REPAIR & MAINTENANCE	E	800	
00151900	546200		EQUIPMENT REPAIR & MAINTENANCE	E	2,100	
00151900	547200		DUPLICATING	E	900	
00151900	549000		MISCELLANEOUS CHARGES	E	100	
00151900	552100		EQUIPMENT FUEL	E	100	
00151900	552300		GEAR / UNIFORM SUPPLIES	E	2,100	
00151900	554000		BOOKS PUB & SUBSCRIPTIONS	E	400	
			**Balance must equal zero		0	
00151910	546100		BUILDING REPAIR & MAINTENANCE	E	893	
00151910	546200		EQUIPMENT REPAIR & MAINTENANCE	E	893	
			**Balance must equal zero		0	
00151940	540100		TRAVEL & PER DIEM	E	1,000	
00151940	540200		EMPLOYEE AUTO EXPENSE	E	1,000	
00151940	543000		ELECTRICITY/UTILITY SERVICES	E	650	
00151940	552500		OTHER OPERATING SUPPLIES	E	650	
			**Balance must equal zero		0	
00154100	514000		OVERTIME	E	2,000	1,125 18th Ave W Repair Est.
00154100	551000		OFFICE SUPPLIES	E	100	
00154100	551100		EQUIPMT UNDER 2500	E	100	
00154100	552500		OTHER OPERATING SUPPLIES	E	2,000	
			**Balance must equal zero		0	
00157200	514000		OVERTIME	E	12,100	
00157200	544200		RENTALS & LEASES	E	700	
00157200	546100		BUILDING REPAIR & MAINTENANCE	E	1,025	
00157200	546200		EQUIPMENT REPAIR & MAINTENANCE	E	11,000	
00157200	546300		VEHICLE REPAIR & MAINTENANCE	E	11,700	
00157200	549000		MISCELLANEOUS CHARGES	E	5,100	Overtime Commitment
00157200	551100		EQUIPMT UNDER 2500	E	2,000	
00157200	552900		CHEMICAL SUPPLIES	E	6,025	
			**Balance must equal zero		0	
40251210	534000		CONTRACTUAL SERVICES	E	8,000	Public Stuff 4,730, MUNIS 2,750
40251210	540100		TRAVEL & PER DIEM	E	2,910	
40251210	546100		BUILDING REPAIR & MAINTENANCE	E	21,000	Smith Fence 21,000
40251210	546200		EQUIPMENT REPAIR & MAINTENANCE	E	1,500	
40251210	546300		VEHICLE REPAIR & MAINTENANCE	E	1,000	
40251210	547200		DUPLICATING	E	200	
40251210	548000		PROMOTIONAL ACTIVITIES	E	210	
			**Balance must equal zero		29,000	



City of Bradenton Budget Adjustment Form

1. Complete and sign this budget adjustment form
2. Attach any supporting documentation
3. Submit to Finance Department / Sheila Lindergren

Total increases MUST EQUAL total decreases
Budget adjustments over \$10,000 require City Council approval

Requested by: Jeana Winterbottom

For department: City Clerk Divisions

Date: 05-06-14

Explanation for Adjustment:

Mid-Year Budget Adjustments for City Clerk Divisions -- See Attached Impact Fees

Account Number

Increase (in \$)

Decrease (in \$)

APPROVED BY:

Department Head

City Clerk & Treasurer

Approved by City Council:

(date)

Print Form

2.8.2008sb

Public Works and Utilities
6 Month Budget Adjustments

ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	TYPE	INCREASE/DECREASE	
112			REVENUES (TO DATE 4-16-2014)	R	27,093	
11257200	563000		INFRASTRUCTURE -CAPITAL OUTLAY	E	58,744	✓
			CASH CARRY FORWARD		49,557	✓ 49,817
11258100	599100		RESERVE FOR CONTINGENCIES	E	9,187	✓ 8927 AVAILABLE
			**Balance must equal zero		0	
113			REVENUES (TO DATE 4-16-2014)	R	16,751	
11357200	563000		INFRASTRUCTURE -CAPITAL OUTLAY	E	19,858	✓
11357200	564000		MACH & EQUIPMT -CAPITAL OUTLAY	E	8,961	✓
			CASH CARRY FORWARD		24,831	✓
11358100	599100		RESERVE FOR CONTINGENCIES	E	3,988	✓
			**Balance must equal zero		0	

Jearna:

Yes - OK to adjust.

[Signature]
5/5/14