

Finance and Administrative Services Department
RECORDS, TAXES, AND TREASURY DIVISION / Treasury Section
 115 S. Andrews Avenue, Room A400 • Fort Lauderdale, Florida 33301 • 954-357-7245 • FAX 954-357-5731

MEMORANDUM

DATE: January 10, 2020

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager 

FROM: Lynouse Telfort, Administrative Assistant 

SUBJECT: Board Approval Items 02/11/2020

Questions often arise regarding the status of uncashed checks that are presented to the Board to be voided. Based on our experience, the questions generally fall into the following categories:

- Checks that are \$5,000.00 or more.
- Checks made payable to the same payee.
- Checks made payable to taxing authorities, municipalities, and government agencies.

The following are explanations for the **checks listed on Exhibit 1 that are outstanding** and fall into the above-mentioned categories.

I. Checks that are \$5,000.00 or more:

Check	Date	Name	Amount
2013803	08/21/19	HURLEY, JASON	\$5,586.30

This check was issued by *Records, Taxes, and Treasury Division* for tax certificate redemption. The agency is contacting the payee to determine the status of the check. If lost, check replacement affidavit will be sent to the payee and new check issued upon receipt of the completed form.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
568592	08/15/19	RALPH SAINT GERMAIN	\$5.00
568593	08/15/19	RALPH SAINT GERMAIN	\$16.49

These checks were issued by *Risk Management Division* for invoice payments. The payee claimed that the checks were not received. Check replacement affidavits were submitted to the Accounting Division to reissue the checks.

Check	Date	Name	Amount
1666577	08/28/19	KARL MARTELL	\$123.94
1666578	08/28/19	KARL MARTELL	\$83.44

These checks were issued by *Water & Wastewater Services* for water refunds. The agency is contacting the payee to determine the status of the checks. If lost, check replacement affidavits will be sent to the payee and new checks issued upon receipt of the completed forms.

Check	Date	Name	Amount
1664052	08/01/19	UNITED RESTORATION OF FL, LLC	\$3,717.00
1666632	08/28/19	UNITED RESTORATION OF FL, LLC	\$67,799.84

These checks were issued by *Facilities Management Division* for water & mold remediation services. The payee claimed that the checks were not received. Check replacement affidavits were submitted to the Accounting Division to reissue the checks.

III. Checks made payable to taxing authorities, municipalities, and government agencies:

Check	Date	Name	Amount
1665363	08/16/19	BROWARD PARTNERSHIP FOR THE HOMELESS, IN	\$94.35

This check was issued by *Records, Taxes, and Treasury Division* for auto tag refund. The agency is contacting the payee to determine the status of the check. If lost, check replacement affidavit will be sent to the payee and new check issued upon receipt of the completed form.

The following are explanations for the **checks listed on Exhibit 2 that have been replaced** and fall into the categories shown below:

- Checks that are \$5,000.00 or more.
- Checks made payable to the same payee.

I. Checks that are \$5,000.00 or more:

Check	Date	Name	Amount
1671308	10/07/19	ALLISON GRUBBS	\$10,201.26

This check was issued by *Broward County Libraries* for moving expenses reimbursement. The payee claimed that the check was not received. Check replacement affidavit was submitted to the Accounting Division to reissue the check.

Check	Date	Name	Amount
1673059	10/22/19	ANIDJAR LEVINE, PA	\$15,000.00

This check was issued by *Risk Management Division* for auto bodily injury settlement. The payee claimed that the check was lost. Check replacement affidavit was submitted to the Accounting Division to reissue the check.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1668998	09/24/19	AIRPORT COMMERCIAL EQUIPMENT	\$3,417.00
1669932	09/26/19	AIRPORT COMMERCIAL EQUIPMENT	\$925.00

These checks were issued by *Water Wastewater Services* for equipment parts special order. The payee claimed that the checks were not received. Check replacement affidavits were submitted to the Accounting Division to reissue the checks.

III. Checks made payable to taxing authorities, municipalities, and government agencies:

None.

AS/lt