

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: February 4, 2020

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager 

FROM: Lynouse Telfort, Administrative Assistant 

SUBJECT: Board Approval Items 03/10/2020

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:**

None.

**II. Multiple Items Issued to the Same Payee:**

Check	Date	Name	Amount
568941	09/04/19	CORVEL CORPORATION	\$28.54
568964	09/05/19	CORVEL CORPORATION	\$28.54

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.

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

Check	Date	Name	Amount
1668434	09/18/19	CITY OF PEMBROKE PINES,	\$25.00

This check was issued by *Parks & Recreation Division* for backflow application fee. 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.
- Checks made payable to taxing authorities, municipalities, and government agencies.

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

Check	Date	Name	Amount
1667346	09/10/19	DUSKY SPORT CENTER	\$34,550.00

This check was issued by *Environment Planning & Community Resilience Division* for invoice payment. The payee claimed that the check was not received. Check replacement affidavit was submitted to the Accounting Division to reissue the check.

**II. Multiple Items Issued to the Same Payee:**

None.

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

Check	Date	Name	Amount
1675568	11/14/19	CITY OF FORT LAUDERDALE	\$374.99

This check was issued by *Human Services Department* for water bill payment. The payee claimed that the check was not received. Check replacement affidavit was submitted to the Accounting Division to reissue the check.

AS/lt