

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: April 5, 2021
 TO: Gary Mehringer, Assistant Director
 THRU: Aecha Schot, Accounting Manager
 FROM: Lynouse Telfort, Administrative Assistant
 SUBJECT: Board Approval Items 05/04/2021

Aecha Schot
 Digitally signed by
 AECHA SCHOT
 Date: 2021.04.05
 09:04:42 -04'00'

Lynouse Telfort
 Digitally signed by
 LYNOUSE TELFORT
 Date: 2021.04.05
 08:53:59 -04'00'

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:

1. Checks that are \$5,000.00 or more.
2. Checks made payable to the same payee.
3. 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.

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

| Check | Date | Name | Amount |
|---------|----------|-------------|------------|
| 1713620 | 11/06/20 | PAUL CADIME | \$5,940.00 |

This check was issued by the *Family Success Administration Division* for rental assistance. The agency is contacting the payee to determine the status of the check. If lost, a check replacement affidavit will be sent to the payee and a new check will be issued upon receipt of the completed form.

2. Checks made payable to the same payee:

| Check | Date | Name | Amount |
|---------|----------|---------------------------|------------|
| 1714052 | 11/16/20 | PRAXIS OF DEERFIELD BEACH | \$1,043.42 |

1715390 11/25/20 PRAXIS OF DEERFIELD BEACH \$2,457.00

These checks were issued by the *Elderly and Veterans Services Division* for rental assistance. 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 will be issued upon receipt of the completed forms.

| Check | Date | Name | Amount |
|---------|----------|--------|--------|
| 1714957 | 11/24/20 | BBANDT | \$7.50 |
| 1714958 | 11/24/20 | BBANDT | \$7.50 |

These checks were issued by the *Records, Taxes, and Treasury Division* for auto tag 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 will be issued upon receipt of the completed forms.

| Check | Date | Name | Amount |
|--------|----------|------------------------------------|----------|
| 578644 | 11/10/20 | SOUTH FLORIDA SURGICAL SPECIALISTS | \$235.00 |
| 578645 | 11/10/20 | SOUTH FLORIDA SURGICAL SPECIALISTS | \$261.00 |
| 578646 | 11/10/20 | SOUTH FLORIDA SURGICAL SPECIALISTS | \$221.00 |
| 578647 | 11/10/20 | SOUTH FLORIDA SURGICAL SPECIALISTS | \$261.00 |

These checks were issued by the *Risk Management Division* for invoice payments. 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 will be issued upon receipt of the completed forms.

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

| Check | Date | Name | Amount |
|---------|----------|--------------------|------------|
| 1714098 | 11/16/20 | CITY OF PLANTATION | \$1,000.00 |

This check was issued by the *Facilities Management Division* for the opening of a trust account. The agency is contacting the payee to determine the status of the check. If lost, a check replacement affidavit will be sent to the payee and a new check will be 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:

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

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

| Check | Date | Name | Amount |
|---------|----------|----------------------|-------------|
| 1718940 | 12/29/20 | KEITH ASSOCIATES INC | \$28,930.87 |

This check was issued by the *Aviation Department* for an invoice payment. A check replacement affidavit was submitted to the Accounting Division to reissue the check.

| Check | Date | Name | Amount |
|---------|----------|----------------|-------------|
| 1714058 | 11/16/20 | REXEL USA, INC | \$27,336.01 |

This check was issued by *Water and Wastewater Services* for an invoice payment. A check replacement affidavit was submitted to the Accounting Division to reissue the check.

| Check | Date | Name | Amount |
|---------|----------|-----------------------|------------|
| 1258324 | 12/14/20 | BETHBART HILDONGS LLC | \$5,281.46 |

This check was issued the *Records, Taxes, and Treasury Division* for a tax refund. A check replacement affidavit was submitted to the Accounting Division to reissue the check.

| Check | Date | Name | Amount |
|---------|----------|--------------------------------|------------|
| 1719946 | 01/07/21 | TEAMWORK MARKETING SOLUTIONS I | \$5,000.00 |
| 1724072 | 02/09/21 | S AND A PARADISE BEAUTY SALON | \$5,000.00 |

These checks were issued by the *Office of Economic and Small Business Development* for small business assistance. Check replacement affidavits were submitted to the Accounting Division to reissue the checks.

2. Checks made payable to the same payee:

| Check | Date | Name | Amount |
|---------|----------|----------------------|------------|
| 1718114 | 12/22/20 | ALTAVISTA LAUDERDALE | \$891.00 |
| 1718115 | 12/22/20 | ALTAVISTA LAUDERDALE | \$4,524.00 |

These checks were issued by *the Family Success Administration Division* for rental assistance. Check replacement affidavits were submitted to the Accounting Division to reissue the checks.

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

None.

AS/lt