



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: October 6, 2025

TO: Lisa M. Bailey, Director

THRU: Dwight Forrest, Accounting Manager
Dwight Forrest Digitally signed by Dwight Forrest
Date: 2025.10.09 08:48:48 -04'00'

FROM: Samuel A. Boyd, Administrative Assistant
Samuel A. Boyd Digitally signed by Samuel A. Boyd
Date: 2025.10.08 15:12:01 -04'00'

SUBJECT: Board Approval Items 11/13/2025

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
1889457	04/09/25	EAC CONSULTING, INC.	\$6,375.47

This check was issued by the *Aviation Department* for a retainage payment. 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.

Check	Date	Name	Amount
1890265	04/18/25	DDEC, LLC	\$24,016.40

This check was issued by the *Resilient Environment Department* for a retainage payment. 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
1890036	04/17/25	DUNN LAW, P.A.	\$19.00
1890037	04/17/25	DUNN LAW, P.A.	\$15.00
1890318	04/21/25	AUBREY THRASHER	\$13.00
1890319	04/21/25	AUBREY THRASHER	\$11.72

These checks were issued by the *Records, Taxes, and Treasury Division* for recording refunds. The agency is contacting the payees to determine the status of the checks. If lost, check replacement affidavits will be sent to the payees and new checks will be issued upon receipt of the completed forms.

Check	Date	Name	Amount
611454	04/25/25	URGENT MEDICAL CENTER, INC.	\$120.00
611455	04/25/25	URGENT MEDICAL CENTER, INC.	\$120.00
611456	04/25/25	URGENT MEDICAL CENTER, INC.	\$120.00
611457	04/25/25	URGENT MEDICAL CENTER, INC.	\$120.00
611458	04/25/25	URGENT MEDICAL CENTER, INC.	\$120.00
611459	04/25/25	URGENT MEDICAL CENTER, INC.	\$120.00
611495	04/30/25	URGENT MEDICAL CENTER, INC.	\$120.00
611496	04/30/25	URGENT MEDICAL CENTER, INC.	\$120.00
611497	04/30/25	URGENT MEDICAL CENTER, INC.	\$120.00
611498	04/30/25	URGENT MEDICAL CENTER, INC.	\$110.00
611499	04/30/25	URGENT MEDICAL CENTER, INC.	\$110.00
611500	04/30/25	URGENT MEDICAL CENTER, INC.	\$110.00
611501	04/30/25	URGENT MEDICAL CENTER, INC.	\$110.00
611502	04/30/25	URGENT MEDICAL CENTER, INC.	\$110.00
611503	04/30/25	URGENT MEDICAL CENTER, INC.	\$110.00
611504	04/30/25	URGENT MEDICAL CENTER, INC.	\$110.00

These checks were issued by the *Risk Management Division* for workers' compensation claims expense 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:

None.

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
1892973	05/16/25	SIERRA CLUB FLORIDA	\$5,000.00

This check was issued by the *Resilient Environment Department* for a grant payment. The payee claims that the check was lost. A check replacement affidavit was submitted to the Accounting Division to reissue the check.

Check	Date	Name	Amount
1898783	07/22/25	UNITED HOMECARE	\$27,759.00

This check was issued by the *Elderly and Veterans Services Division* for an elderly contracted services payment. The payee claims that the check was lost. A check replacement affidavit was submitted to the Accounting Division to reissue the check.

Check	Date	Name	Amount
1900906	08/12/25	CVE MASTER MANAGEMENT COMPANY	\$8,544.03

This check was issued by the *Records, Taxes, and Treasury Division* for a tax deed surplus distribution payment. The payee claims that the check was lost. A check replacement affidavit was submitted to the Accounting Division to reissue the check.

Check	Date	Name	Amount
1901388	08/19/25	5971 LUSH SUNRISER, LLC	\$9,200.00

This check was issued by the *Family Success Administrative Division* for a rental assistance payment. The payee claims that the check was lost. A check replacement affidavit was submitted to the Accounting Division to reissue the check.

Check	Date	Name	Amount
1901879	08/22/25	PALM BEACH BROWARD BUILDING	\$74,879.97

This check was issued by the *Facilities Management Division* for a janitorial services payment. The payee claims that the check was lost. A check replacement affidavit was submitted to the Accounting Division to reissue the check.

2. Checks made payable to the same payee:

None.

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

None.

DF/sab