



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 10, 2025

TO: Lisa M. Bailey, Director

THRU: Dwight Forrest, Accounting Manager

Dwight Forrest
Digitally signed by Dwight Forrest
Date: 2025.04.11 12:49:07 -04'00'

FROM: Samuel A. Boyd, Administrative Assistant

Samuel A. Boyd
Digitally signed by Samuel A. Boyd
Date: 2025.04.09 16:29:53 -04'00'

SUBJECT: Board Approval Items 5/20/2025

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
1872833	10/16/24	TRUBEL & CO	\$5,000.00

This check was issued by the *Resilient Environment Department* for a grant 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
1873465	10/22/24	CITY OF MIRAMAR	\$10,000.00

This check was issued by the *Greater Fort Lauderdale Convention & Visitors Bureau* for a sponsorship package 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
1873565	10/23/24	SOUTHERN ENGINEERING & CONSTRUCTION CORP	\$51,680.00

This check was issued by the *Highway Construction and Engineering Division* for a performance bond 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
1872868	10/16/24	ZWICKER & ASSOCIATES P C	\$36.66
1872869	10/16/24	ZWICKER & ASSOCIATES P C	\$19.02

These checks were issued by the *Records, Taxes, and Treasury Division* for recording 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
609694	10/29/24	TONJA JONES	\$643.07
609709	10/30/24	TONJA JONES	\$31.95

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:

Check	Date	Name	Amount
1873383	10/21/24	CITY OF FORT LAUDERDALE	\$9.33

This check was issued by the *Port Everglades Department* for a water municipal utility tax return 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
1873053	10/17/24	CITY OF MIRAMAR	\$147.20

This check was issued by the *Parks and Recreation Division* for swimming lessons. 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
1874166	10/30/24	STATE OF FLORIDA	\$1,000.00

This check was issued by the *Human Services Department* for a State grant 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.

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
1871729	10/03/24	CITY OF PEMBROKE PINES	\$120,845.00

This check was issued by the *Mobility Advancement Program Administration* for a transportation project 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