



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: November 3, 2025

TO: Lisa M. Bailey, Director

THRU: Dwight Forrest, Accounting Manager
Dwight Forrest Digitally signed by Dwight Forrest
Date: 2025.11.04 12:12:29 -05'00'

FROM: Samuel A. Boyd, Administrative Assistant
Samuel A. Boyd Digitally signed by Samuel A. Boyd
Date: 2025.11.04 09:28:03 -05'00'

SUBJECT: Board Approval Items 12/9/2025

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
1891838	05/05/25	FLORIDA DEPARTMENT OF HEALTH	\$92,781.75

This check was issued by the *Accounting Division* for an escrow deposit 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
1892193	05/08/25	APPLY4 TECHNOLOGY, LLC	\$10,980.00

This check was issued by the *Office of Economic and Small Business Development* for an information technology hosting services 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
1892595	05/13/25	WAYMAN AVIATION ACADEMY	\$48,425.69
1892680	05/14/25	WAYMAN AVIATION ACADEMY	\$9,543.94

These checks were issued by the *Aviation Department* for security deposit refund 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.

2. Checks made payable to the same payee:

Check	Date	Name	Amount
1892138	05/08/25	ORTAL SHESTER	\$99.43
1894308	05/30/25	ORTAL SHESTER	\$8.27

These checks were issued by *Water and 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 will be issued upon receipt of the completed forms.

Check	Date	Name	Amount
1893002	05/19/25	STEVEN J GUTTER PA	\$20.50
1893003	05/19/25	STEVEN J GUTTER PA	\$20.50
1893004	05/19/25	STEVEN J GUTTER PA	\$20.50
1893005	05/19/25	STEVEN J GUTTER PA	\$20.50
1893006	05/19/25	STEVEN J GUTTER PA	\$20.50
1893007	05/19/25	STEVEN J GUTTER PA	\$20.50
1893008	05/19/25	STEVEN J GUTTER PA	\$20.50

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.

1893398	05/21/25	SAILBOAT BEND II LTD	\$160.00
1893399	05/21/25	SAILBOAT BEND II LTD	\$160.00
1893400	05/21/25	SAILBOAT BEND II LTD	\$160.00
1893401	05/21/25	SAILBOAT BEND II LTD	\$160.00
1893402	05/21/25	SAILBOAT BEND II LTD	\$160.00
1893403	05/21/25	SAILBOAT BEND II LTD	\$160.00

These checks were issued by the *Human Services Department* for rental assistance 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
1903732	09/12/25	PORT ROYALE PROPCO LLC	\$5,831.92

This check was issued by the *Human Services Department* 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
1904478	09/22/25	MCINERNEY, INC.	\$34,613.17

This check was issued by the *Aviation Department* for an engineering 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:

Check	Date	Name	Amount
611734	05/27/25	URGENT MEDICAL CENTER, INC.	\$110.00
611751	05/28/25	URGENT MEDICAL CENTER, INC.	\$120.00
611766	05/29/25	URGENT MEDICAL CENTER, INC.	\$78.30
612349	07/14/25	URGENT MEDICAL CENTER, INC.	\$110.00
612350	07/14/25	URGENT MEDICAL CENTER, INC.	\$110.00
612413	07/17/25	URGENT MEDICAL CENTER, INC.	\$110.00
612525	07/28/25	URGENT MEDICAL CENTER, INC.	\$110.00

These checks were issued by the *Risk Management Division* for workers' compensation claims expense payments. The payee claims that the checks were lost. 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.

DF/sab