



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: January 13, 2026

TO: Lisa M. Bailey, Director

THRU: Dwight Forrest, Accounting Manager

Dwight Forrest Digitally signed by Dwight Forrest
Date: 2026.01.14 14:18:22 -05'00'

FROM: Samuel A. Boyd, Administrative Assistant

Samuel A. Boyd Digitally signed by Samuel A. Boyd
Date: 2026.01.13 13:48:57 -05'00'

SUBJECT: Board Approval Items 2/17/2026

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
1896982	07/01/25	CITY OF SUNRISE	\$16,120.14

This check was issued by the *Office of Regional Communications and Technology* for a recurring rent 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
1897203	07/03/25	APP LLC	\$8,500.00

This check was issued by the *Greater Fort Lauderdale Convention & Visitors Bureau* for a sponsorship 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
1898569	07/21/25	BERGER SINGERMAN LLP ATTORNEYS AT LAW	\$4.00
1898570	07/21/25	BERGER SINGERMAN LLP ATTORNEYS AT LAW	\$4.00

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
1899507	07/30/25	CRESTHAVEN VILLAS LLC	\$108.20
1899508	07/30/25	CRESTHAVEN VILLAS LLC	\$91.78
1899509	07/30/25	CRESTHAVEN VILLAS LLC	\$39.01

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.

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

Check	Date	Name	Amount
1899326	07/29/25	CITY OF CORAL SPRINGS	\$918.10

This check was issued by the *Parks and Recreation Division* for a utility bill 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
1908013	10/30/25	EAC CONSULTING, INC.	\$6,375.47

This check was issued by the *Aviation Department* for a retainage 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
1905488	10/02/25	ALBA BARBOSA	\$1,412.00
1907701	10/27/25	ALBA BARBOSA	\$1,412.00

These checks were issued by the *Human Services Department* for rental assistance 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