

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 20, 2020

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager  Digitally signed by AECHA SCHOT
Date: 2020.04.20 15:48:13 -04'00'

FROM: Lynouse Telfort, Administrative Assistant  Digitally signed by LYNOUSE
TELFORT
Date: 2020.04.20 14:33:53 -04'00'

SUBJECT: Board Approval Items 05/19/2020

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:

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

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

Check	Date	Name	Amount
1676283	11/21/19	UNITED RESTORATION OF FL, LLC	\$29,094.82

This check was issued by *Facilities Management Division* for mold remediation services. The agency is contacting the payee to determine the status of the check. If lost, check replacement affidavit will be sent to the payee and new check issued upon receipt of the completed form.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1676707	11/25/19	PATRICK WHITE	\$32.95
1676708	11/25/19	PATRICK WHITE	\$12.95

These checks were issued by *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 issued upon receipt of the completed forms.

III. 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:

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

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

Check	Date	Name	Amount
1675627	11/15/19	CITY OF FORT LAUDERDALE	\$5,000.00

This check was issued by *Environmental Planning and Community Resilience* for invoice payment. The payee claimed that the check was lost. Check replacement affidavit was submitted to the Accounting Division to reissue the check.

Check	Date	Name	Amount
1679725	12/30/19	CITY OF FORT LAUDERDALE	\$ 5,910.11

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

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
2015372	01/24/20	CERTA GROUP CORP AND CITY NTTL	\$23,104.92
2015699	02/27/20	CERTA GROUP CORP AND CITY NTTL	\$78,111.80

These checks were issued by *Records, Taxes, and Treasury Division* for tax certificate redemption. The payee claimed that the checks were not received. Check replacement affidavits were submitted to the Accounting Division to reissue the checks.

Check	Date	Name	Amount
570662	11/06/19	SAJI JAMES	\$5.00
570663	11/06/19	SAJI JAMES	\$733.28

These checks were issued by *Risk Management Division* for invoice payments. The payee claimed that the checks were not received. Check replacement affidavits were submitted to the Accounting Division to reissue the checks.

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

None.

AS/lt