



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: March 10, 2026

TO: Lisa M. Bailey, Director

THRU: Dwight Forrest, Accounting Manager Dwight Forrest Digitally signed by Dwight Forrest
Date: 2026.03.12 17:03:23 -04'00'

FROM: Samuel A. Boyd, Administrative Assistant Samuel A. Boyd Digitally signed by Samuel A. Boyd
Date: 2026.03.10 13:17:23 -04'00'

SUBJECT: Board Approval Items 4/14/2026

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
1903575	09/10/25	ST THOMAS UNIVERSITY	\$9,660.00

This check was issued by the *Human Services Department* for a case management 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
1902624	09/02/25	213 DUPLEX GULFSTREAM LLC	\$506.00
1902625	09/02/25	213 DUPLEX GULFSTREAM LLC	\$506.00
1905059	09/29/25	213 DUPLEX GULFSTREAM LLC	\$506.00

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.

Check	Date	Name	Amount
1903313	09/09/25	MISAEL JIMENEZ	\$29.58
1904361	09/22/25	MISAEL JIMENEZ	\$29.58

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
1902607	09/02/25	CITY OF DANIA BEACH	\$1,000.00

This check was issued by the *Transportation Department* for a permitting fee 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
1903715	09/12/25	CITY OF FORT LAUDERDALE	\$104.08

This check was issued by the *Port Everglades Department* for an annual fire sprinkler inspection 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
613096	09/10/25	CLERK OF THE CIRCUIT COURT SEVENTEENTH	\$60.00

This check was issued by the *Risk Management Division* for a claims expense 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:

None.

2. Checks made payable to the same payee:

None.

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

None.

DF/sab