



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 8, 2024

TO: Thomas Kennedy, Director

THRU: Dwight Forrest, Accounting Manager

DWIGHT FORREST Digital signature of Dwight Forrest
Date: 2024.03.13 09:49:08 -04'00'

FROM: Samuel A. Boyd, Administrative Assistant

Samuel A. Boyd Digital signature of Samuel A. Boyd
Date: 2024.03.12 16:30:25 -04'00'

SUBJECT: Board Approval Items 4/16/2024

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
2029341	09/14/23	CLARENCE MCMILLAN	\$9,282.76

This check was issued by the *Records, Taxes, and Treasury Division* for a tax certificate redemption refund. 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
1831663	09/06/23	TRANSUR LLC	\$114.95
1833386	09/25/23	TRANSUR LLC	\$68.80
1832337	09/14/23	LUIS VERA	\$106.03
1832338	09/14/23	LUIS VERA	\$37.92

These checks were issued by *Water and Wastewater Services* for water refunds. The agency is contacting the payees to determine the status of the checks. If lost, check replacement affidavits will be sent to the payees 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
1832568	09/15/23	STATE OF FLORIDA	\$3,734.50

This check was issued by the *Environmental Protection and Growth Management Division* for collection of plat review fees. 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
1833624	09/28/23	CITY OF FORT LAUDERDALE	\$397.55

This check was issued by the *Facilities Management Division* for a municipal service bill. 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
604717	09/27/23	STATE OF FLORIDA	\$12.25

This check was issued by *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:

Check	Date	Name	Amount
1842468	12/21/23	INNOVO LIVING IN SUNRISE	\$7,125.00

This check was issued by the *Family Success Administration Division* for rental assistance. 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
1847100	02/06/24	KERNER ENVIRONMENTAL	\$25,000.00

This check was issued by the *Parks and Recreation Division* for maintenance on landscaping and lawn care. 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
1293542	12/18/23	732 NW 8TH AVE LLC	\$10,423.12
1293545	12/18/23	825 NW 8 AVE LLC	\$17,345.29
1293546	12/18/23	837 NW 8 AVE LLC	\$17,927.67

These checks were issued by the *Records, Taxes, and Treasury Division* for tax refunds. The payees claim that the checks were lost. Check replacement affidavits were submitted to the Accounting Division to reissue the checks.

2. Checks made payable to the same payee:

Check	Date	Name	Amount
1828107	08/02/23	MOTOR COACH INDUSTRIES INC	\$849.48
1829003	08/10/23	MOTOR COACH INDUSTRIES INC	\$586.31
1832068	09/12/23	MOTOR COACH INDUSTRIES INC	\$47.80

These checks were issued by the *Transportation Department* for vehicle parts. The payee claims that the checks were lost. Check replacement affidavits were submitted to the Accounting Division to reissue the checks.

Check	Date	Name	Amount
1845308	01/24/24	ASHLYN GRAETZ LEONARD	\$74.00
1845309	01/24/24	ASHLYN GRAETZ LEONARD	\$74.00
1845310	01/24/24	ASHLYN GRAETZ LEONARD	\$75.00
1845311	01/24/24	ASHLYN GRAETZ LEONARD	\$75.00
1845312	01/24/24	ASHLYN GRAETZ LEONARD	\$75.00

These checks were issued by the *Human Services Department* for utility reimbursements. The payee claims that the checks were lost. Check replacement affidavits were submitted to the Accounting Division to reissue the checks.

Check	Date	Name	Amount
606026	01/16/24	JOSE DIAZ	\$793.60
606199	01/29/24	JOSE DIAZ	\$476.16
606356	02/07/24	ORVILLE ALLEN	\$1,493.40
606402	02/09/24	ORVILLE ALLEN	\$54.90

These checks were issued by *Risk Management Division* for workman's compensation self-insured claims. The payees claim 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