



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, 2025

TO: Lisa M. Bailey, Director

THRU: Dwight Forrest, Accounting Manager DWIGHT FORREST Digitally signed by DWIGHT FORREST
Date: 2025.03.12 15:35:51 -04'00'

FROM: Samuel A. Boyd, Administrative Assistant Samuel A. Boyd Digitally signed by Samuel A. Boyd
Date: 2025.03.12 15:30:28 -04'00'

SUBJECT: Board Approval Items 4/22/2025

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 |
|---------|----------|-------------|-------------|
| 1869230 | 09/10/24 | EXIT 69 LLC | \$16,000.00 |

This check was issued by the *Highway Construction and Engineering Division* for a performance bond 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 |
|---------|----------|-------------------------------|-------------|
| 1870283 | 09/19/24 | CONEX EXHIBITION SERVICES LLC | \$23,421.00 |

This check was issued by the *Greater Fort Lauderdale Convention & Visitors Bureau* for an off-site booth management 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 |
|---------|----------|------------------------------|-------------|
| 1870875 | 09/25/24 | BROWARD CHILDRENS CENTER INC | \$68,979.75 |

This check was issued by the *Human Services Department* for respite care services. 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 |
|---------|----------|--------------------------|---------|
| 1869854 | 09/17/24 | ZWICKER & ASSOCIATES P C | \$57.66 |
| 1869855 | 09/17/24 | ZWICKER & ASSOCIATES P C | \$57.66 |
| 1869856 | 09/17/24 | ZWICKER & ASSOCIATES P C | \$22.38 |

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.

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 |
|---------|----------|--------------------------------|-------------|
| 1876526 | 11/25/24 | LAKEVIEW CLUB CONDOMINIUM ASSO | \$19,796.32 |

This check was issued by the *Records, Taxes, and Treasury Division* for a tax deed surplus distribution 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 |
|---------|----------|--------------------------------|-------------|
| 1877001 | 12/03/24 | MICRO SECURITY SYSTEMS INTEGRA | \$43,783.96 |

This check was issued by the *Aviation Department* for repairs and maintenance on equipment. 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 |
|---------|----------|--------------------------------|--------------|
| 1881243 | 01/17/25 | ORACLE ELEVATOR HOLDCO, INC DB | \$169,858.29 |

This check was issued by the *Greater Fort Lauderdale Convention & Visitors Bureau* for building improvements. 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 |
|--------|----------|-----------------|------------|
| 610452 | 01/16/25 | PAULETTE COUNTS | \$579.58 |
| 610502 | 01/22/25 | PAULETTE COUNTS | \$435.79 |
| 610586 | 01/30/25 | PAULETTE COUNTS | \$1,015.37 |

These checks were issued by *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:

| Check | Date | Name | Amount |
|---------|----------|--------------------|-------------|
| 1878027 | 12/13/24 | CITY OF LAUDERHILL | \$50,000.00 |

This check was issued by the *Housing Finance and Community Redevelopment Division* for a home purchase assistance payment. The payee claims that the check was lost. A check replacement affidavit was submitted to the Accounting Division to reissue the check.

DF/sab