



Finance and Administrative Services Department

RECORDS, TAXES, AND TREASURY DIVISION

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MEMORANDUM

DATE: June 4, 2014
FROM: Ronald L. Moose, Accountant II
THRU: Aecha Schot, Accounting Manager
TO: Gary Mehringer, Assistant Director
SUBJECT: Board Approval Items 06/24/2014

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 payable to taxing authorities, municipalities, and government agencies

Following are explanations for the checks that fall into the above mentioned categories.

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

Check	Date	Name	Amount
1428474	01/17/14	NOVA SOUTHEASTERN UNIVERSITY	6,267.83

This check was issued by *Libraries* for library business and employee services. The division is contacting the payee to determine the status of the check. If lost, an affidavit of check replacement will be sent and a new check issued upon receipt of the completed form.

Check	Date	Name	Amount
55975	01/06/14	AMERA FIN PI/BLUETT & ASSOC-L BLUETT RECV/	5,357.67
57898	01/24/14	TANNEY,OLGA M	7,192.31

These checks were issued by *Records, Taxes, and Treasury* for tax refunds. The tax area is contacting the payees to determine the status of the checks. If lost, affidavits of check replacement will be sent and new checks issued upon receipt of the completed forms.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1427296	01/10/14	ECOVA	138.49
1428848	01/22/14	DANVERS, ANDREW	74.96
1428849	01/22/14	DANVERS, ANDREW & DIONE	18.99
1428857	01/22/14	ECOVA	120.81

These checks were issued by *Water/Wastewater* for water bill refunds. The division is contacting the payees to determine the status of the checks. If lost, affidavits of check replacement will be sent and new checks issued upon receipt of the completed forms.

Check	Date	Name	Amount
1428005	01/16/14	FIRST INTERNATIONAL TITLE, INC	25.50
1428018	01/16/14	HM NATIONAL TITLE SERVICES INC	44.00
1428019	01/16/14	HM NATIONAL TITLE SERVICES INC	25.50

These checks were issued by *Records, Taxes, and Treasury* for recording refunds. The division is contacting the payees to determine the status of the checks. If lost, affidavits of check replacement will be sent and new checks issued upon receipt of the completed forms.

Check	Date	Name	Amount
1428289	01/16/14	REDDY ICE CORP	62.50
1429757	01/27/14	REDDY ICE CORP	250.00

These checks were issued by *Parks and Recreation* for bagged ice. The division is contacting the payee to determine the status of the checks. If lost, affidavits of check replacement will be sent and new checks issued upon receipt of the completed forms.

Check	Date	Name	Amount
55860	01/02/14	ORIOLO, JOAQUIN &	1,839.59
55957	01/06/14	FIRST CLASS KIDS ACADEMY INC	928.80
55994	01/06/14	BAYVIEW TITLE SERVICES INC	269.88
56044	01/06/14	MEGHANI, SULTANALI	1,450.96
56111	01/06/14	BAZIANY & SONS INVESTMENTS INC	1,427.03
56199	01/06/14	CANADIAN RAILINGS	72.18
56200	01/06/14	CANADIAN RAILINGS	68.71
56728	01/13/14	POLYZOIS, VASILIOS	24.59
56729	01/13/14	POLYZOIS, VASILIOS	24.57
56760	01/13/14	FIRST CLASS KIDS ACADEMY INC	92.88
56778	01/13/14	AMERA FIN PI/BLUETT & ASSOC-L BLUETT RECV/	535.77
56790	01/13/14	MEGHANI, SULTANALI	145.10
56820	01/13/14	STEWART TITLE COMPANY	659.87
56836	01/13/14	BAZIANY & SONS INVESTMENTS INC	142.70
56851	01/13/14	ORIOLO, JOAQUIN &	55.19
56925	01/13/14	CASTLE REAL ESTATE LTD	25.00
57032	01/13/14	MAE ELIZABETH JACKSON	13.94
57033	01/13/14	ALEJANDRINO DE JESUS MONCAYO MARIA CLEMENCIA MERINO	129.54
57034	01/13/14	MAE ELIZABETH JACKSON	14.42
57035	01/13/14	ALEJANDRINO DE JESUS MONCAYO	343.86
57640	01/24/14	STEWART TITLE	16.53
57772	01/24/14	BAYVIEW TITLE SERVICES INC	10.98
58320	01/24/14	STRATEGIC GLOBAL TECHNOLOGIES LLC	40.61
58321	01/24/14	STRATEGIC GLOBAL TECHNOLOGIES LLC	81.24
58756	01/31/14	FIRST INTERNATIONAL TITLE ESCROW ACCOUNT	9.91
58910	01/31/14	CHADWICK, STUART	6.69
58912	01/31/14	CHADWICK, STUART M	6.69
58926	01/31/14	CHADWICK, STUART	7.75
59051	01/31/14	FIRST INTERNATIONAL TITLE	160.75
59075	01/31/14	CASTLE REAL ESTATE LTD	20.00

These checks were issued by *Records, Taxes, and Treasury* for overpayment of taxes. The tax area is contacting the payees to determine the status of the checks. If lost, affidavits of check replacement will be sent and new checks issued upon receipt of the completed forms.

Check	Date	Name	Amount
114382	04/22/14	PRO TAX FINANCIAL, LLC	1,420.98
114402	04/30/14	PRO TAX FINANCIAL, LLC	3,871.32

These checks were issued by *Records, Taxes, and Treasury* for redemption of tax certificates. The tax accounting area is contacting the payee to determine the status of the checks. If lost, affidavits of check replacement will be sent and new checks issued upon receipt of the completed forms.

Check	Date	Name	Amount
1428975	01/22/14	21ST MORTGAGE CORP	65.10
1428976	01/22/14	21ST MORTGAGE CORP	35.10
1428977	01/22/14	21ST MORTGAGE CORP	45.10
1428978	01/22/14	21ST MORTGAGE CORP	90.20
1428981	01/22/14	21ST MORTGAGE CORP	90.20
1428982	01/22/14	21ST MORTGAGE CORP	40.10
1428984	01/22/14	21ST MORTGAGE CORP	35.10
1428985	01/22/14	21ST MORTGAGE CORP	35.10

These checks were issued by *Records, Taxes, and Treasury* for auto tag refunds. The division is contacting the payee to determine the status of the checks. If lost, affidavits of check replacement will be sent and new checks issued upon receipt of the completed forms.

Check	Date	Name	Amount
1430469	01/31/14	21ST MORTGAGE CORP	41.85
1430480	01/31/14	21ST MORTGAGE CORP	30.00

These checks were issued by *Accounting* for replacement of previously stale-dated checks. The division is contacting the payee to determine the status of the checks. If lost, affidavits of check replacement will be sent and new checks issued upon receipt of the completed forms.

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

Check	Date	Name	Amount
1428419	01/17/14	CITY OF FORT LAUDERDALE	3,500.00

This check was issued by *Construction Management* for re-application of a site plan. The division is contacting the payee to determine the status of the check. If lost, an affidavit of check replacement will be sent and a new check issued upon receipt of the completed form.

Check	Date	Name	Amount
1429452	01/24/14	FLORIDA DEPARTMENT OF HEALTH	2,442.57
1430032	01/29/14	BROWARD COLLEGE	163.27

These checks were issued by *Human Services* for tuition assistance. The division is contacting the payees to determine the status of the checks. If lost, affidavits of check replacement will be sent and new checks issued upon receipt of the completed forms.

AS/rlm