



Finance and Administrative Services Department

RECORDS, TAXES, AND TREASURY DIVISION

115 S. Andrews Avenue, Room A400 • Fort Lauderdale, Florida 33301 • 954-357-7257 • FAX 954-357-5731

MEMORANDUM

DATE: May 8, 2017
TO: Gary Mehringer, Assistant Director
THRU: Aecha Schot, Accounting Manager
FROM: Lynouse Telfort, Accounting Clerk
SUBJECT: Board Approval Items 06/06/2017

Digitally signed by AECHA SCHOT
DN: cn=Gary Mehringer, o=Broward, ou=Organization,
ou=RTT, ou=Users, cn=AECHA SCHOT
Date: 2017.05.11 13:58:01 -0400

Digitally signed by LYNOUSE
TELFORT
Date: 2017.05.11 13:12:22 -0400

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

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

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

None.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1558504	12/20/16	TRACIE MCCORMICK TRUCKING INC	\$230.00
1558503	12/20/16	TRACIE MCCORMICK TRUCKING INC	\$238.00

These checks were reissued by the *Accounting Division* as replacement checks. Accounting is contacting the payees to determine the status of the checks. If lost, check replacement affidavits will be sent to the Accounting Division and new checks issued upon receipt of the completed forms.

Check	Date	Name	Amount
1214007	12/13/16	SIMMONS,JOHN W	\$52.96
1214008	12/13/16	SIMMONS,JOHN W	\$247.13

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

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

Check	Date	Name	Amount
1557739	12/13/16	INTERNAL REVENUE SERVICE	\$434.00
1558859	12/21/16	INTERNAL REVENUE SERVICE	\$496.00

These checks were issued by the *Human Services Department* for withholding of taxes. The agency is contacting the payees to determine the status of the checks. If lost, check replacement affidavits will be sent to the Accounting Division and new checks issued upon receipt of the completed forms.

Check	Date	Name	Amount
1557645	12/09/16	SOCIAL SECURITY ADMINISTRATION	\$471.64
1559182	12/23/16	SOCIAL SECURITY ADMINISTRATION	\$826.59

These checks were issued by the *Payroll Section of Accounting* for garnishments. Payroll is contacting the payees to determine the status of the checks. If lost, check replacement affidavits will be sent to the Accounting Division and new checks issued upon receipt of the completed forms.

Check	Date	Name	Amount
1558826	12/21/16	SECRETARY OF HOUSING & URBAN	\$58.63

This check was issued by *Water and Wastewater Services* for a water service 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 Accounting Division and a new check issued upon receipt of the completed form.

Check	Date	Name	Amount
1559545	12/28/16	NOVA SOUTHEASTERN UNIVERSITY	\$21.20

This check was issued by the *Records, Taxes, and Treasury Division* for an auto tag 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 Accounting Division and a new check issued upon receipt of the completed form.

AS/lt