



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: June 30, 2017  
TO: Gary Mehringer, Assistant Director  
THRU: Aecha Schot, Accounting Manager  
FROM: Lynouse Telfort, Accounting Clerk  
SUBJECT: Board Approval Items 08/22/2017

*Aecha Schot*  
Digitally signed by AECHA SCHOT  
DN: cn=Aecha Schot, o=Broward County, ou=Records, email=ASCHOT@broward.org, c=US  
Date: 2017.06.30 11:04:49 -0400

*Lynouse Telfort*  
Digitally signed by LYNOUSE TELFORT  
Date: 2017.06.30 11:04:49 -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:**

Check	Date	Name	Amount
1216906	01/19/17	SFRH SF RENTAL LP FAY SERVICING CORELOGIC INC. AS AGENT FOR FAY	\$9,371.77
1217966	02/13/17	SERVICING DISBURSEMENT CENTER	\$16,922.06
1218029	02/13/17	INVITATION HOMES	\$6,798.79

These checks were issued by the *Records, Taxes, and Treasury Division* for tax 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 issued upon receipt of the completed forms.

Check	Date	Name	Amount
2003819	01/19/17	JAY HERGOTT	\$8,898.31

This check was issued by the *Records, Taxes, and Treasury Division* for a tax certificate redemption. 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 issued upon receipt of the completed form.

Check	Date	Name	Amount
542917	02/10/17	J.E. SPENCE, P.A.	\$6,750.00

This check was issued by the *Risk Management Division* for a settlement payment (bodily injury). The division is contacting the payee to determine the status of the check. If lost, an affidavit of check replacement will be sent to the payee and a new check issued upon receipt of the completed form.

Check	Date	Name	Amount
1562940	02/01/17	CRICKET IN INDI	\$5,000.00

This check was issued by the *Parks and Recreation Division* for return of a deposit payment for a tournament. The check was issued with incorrect information. The division contacted the Accounting Division to void the check and processed the payment as a wire instead.

Check	Date	Name	Amount
1564535	02/15/17	EMIRATES	\$6,429.82
1564536	02/15/17	EMIRATES	\$6,429.82

These checks were issued by the *Greater Fort Lauderdale Convention & Visitors Bureau* for travel expenses. 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 issued upon receipt of the completed forms.

## II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1215747	01/04/2017	TYLER APTS BY DANIELLE	\$1,457.94
1216495	01/09/2017	TYLER APTS BY DANIELLE	\$155.76
1216646	01/10/2017	INVITATION HOMES	\$2,966.84
1216647	01/10/2017	INVITATION HOMES	\$1,024.67
1216648	01/10/2017	INVITATION HOMES - TAX DEPT	\$285.72
1216836	01/19/2017	INVITATION HOMES	\$2,184.57
1216838	01/19/2017	INVITATION HOMES - TAX DEPT	\$807.72
1217493	01/31/2017	TRIDENT TITLE	\$45.88
1217494	01/31/2017	TRIDENT TITLE A DIVISION OF LANDCASTLE TITLE GROUP	\$70.40
1217674	02/06/2017	INVITATION HOMES	\$3,620.74
1217675	02/06/2017	INVITATION HOMES	\$253.16
1218325	02/21/2017	INVITATION HOMES	\$1,603.23

These checks were issued by the *Records, Taxes, and Treasury Division* for tax 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 issued upon receipt of the completed forms.

Check	Date	Name	Amount
1565757	02/28/17	FIRE INSPECTORS ASSOCIATION BROWARD	\$1,500.00
1565758	02/28/17	FIRE INSPECTORS ASSOCIATION BROWARD	\$30.00
1565759	02/28/17	FIRE INSPECTORS ASSOCIATION BROWARD	\$80.00
1565760	02/28/17	FIRE INSPECTORS ASSOCIATION BROWARD	\$30.00
1565761	02/28/17	FIRE INSPECTORS ASSOCIATION BROWARD	\$120.00
1565879	02/28/17	FIRE INSPECTORS ASSOCIATION BROWARD	\$120.00

These checks were issued by the *Environmental Planning & Community Resilience Division* for a fire inspection seminar and a fire association membership renewal. 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 issued upon receipt of the completed forms.

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

Check	Date	Name	Amount
1560677	01/09/17	SOCIAL SECURITY ADMINISTRATION	\$439.50
1562662	01/26/17	SOCIAL SECURITY ADMINISTRATION	\$439.39

These checks were issued by the *Payroll Section of Accounting* for garnishments. Payroll 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 issued upon receipt of the completed forms.

Check	Date	Name	Amount
1215812	01/06/17	NOVA SOUTHEASTERN UNIVERSITY	\$18.00

This check was issued by the *Records, Taxes, and Treasury Division* for a tax 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 issued upon receipt of the completed form.

Check	Date	Name	Amount
1564434	02/14/17	NOVA SOUTHEASTERN UNIVERSITY	\$172.60
1564435	02/14/17	NOVA SOUTHEASTERN UNIVERSITY	\$15.00
1564436	02/14/17	NOVA SOUTHEASTERN UNIVERSITY	\$10.90
1564437	02/14/17	NOVA SOUTHEASTERN UNIVERSITY	\$18.75

These checks were issued by the *Records, Taxes, and Treasury Division* for auto tag 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 issued upon receipt of the completed forms.

Check	Date	Name	Amount
1562733	01/27/17	INTERNAL REVENUE SERVICE	\$4,650.00

This check was issued by the *Greater Fort Lauderdale Convention and Visitors Bureau* for a check replacement. 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 issued upon receipt of the completed form.

AS/lt