

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: August 30, 2017
 TO: Gary Mehringer, Assistant Director
 THRU: Aecha Schot, Accounting Manager
 FROM: Lynouse Telfort, Accounting Clerk
 SUBJECT: Board Approval Items 09/26/2017

Aecha Schot
Digitally signed by AECHA SCHOT
 DN: cn=ty, o=Broward, ou=BC,
 ou=Organization, ou=IT, ou=Users,
 cn=AECHA SCHOT
 Date: 2017.08.31 15:45:57 -0400

Lynouse Telfort
Digitally signed by LYNOUSE
 TELFORT
 Date: 2017.08.31 11:02:40 -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 listed on Exhibit 1 that are outstanding and fall into the above-mentioned categories.

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

Check	Date	Name	Amount
543730	03/13/17	WOLFSON LAW FIRM & CLIENT	\$8,900.00

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
1220036	03/20/17	WHOLE FOODS MARKET PROPERTY TAX	\$8,420.19

This checks was issued by the *Records, Taxes, and Treasury Division* for tax refund. The Agency is contacting the payee to determine the status of the check. If lost, check replacement affidavit will be sent to the payee and new check issued upon receipt of the completed form.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1567140	03/09/17	VILLAGE MHP LLC, ATTN: AVIDXCHANGE UBAR	\$58.60
1567141	03/09/17	VILLAGE MHP LLC, ATTN: AVIDXCHANGE UBAR	\$100.75
1567142	03/09/17	VILLAGE MHP LLC, ATTN: AVIDXCHANGE UBAR	\$64.88
1567143	03/09/17	VILLAGE MHP LLC, ATTN: AVIDXCHANGE UBAR	\$63.83

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 issued upon receipt of completed forms.

Check	Date	Name	Amount
1218899	03/07/17	ELSALEN CORP	\$110.53
1218900	03/07/17	ELSALEN CORP	\$115.35
1218916	03/07/17	FIRST INTERNATIONAL TITLE CORAL SPRINGS	\$36.85
1218917	03/07/17	FIRST INTERNATIONAL TITLE CORAL SPRINGS	\$5.94
1219368	03/13/17	GIBRALTAR TITLE INC	\$295.58
1219800	03/20/17	GIBRALTAR TITLE INC	\$40.24
1218969	03/07/17	INVITATION HOMES	\$249.59
1220235	03/27/17	INVITATION HOMES	\$496.70

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.

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

Check	Date	Name	Amount
1567463	03/13/17	BROWARD COUNTY SCHOOL BOARD	\$52.00

This check was issued by the *Community Action Agency* for life skills training fees. The Agency is contacting the payee to determine the status of the check. If lost, check replacement affidavit will be sent to the payee and new check issued upon receipt of the completed form.

Following are explanations for the checks listed on Exhibit 2 that have been replaced and fall into the categories shown below:

- Checks that are \$5,000.00 or more
- Checks made payable to the same payee

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

Check	Date	Name	Amount
1580969	07/10/17	GENERAL ASPHALT CO INC	\$47,211.86

This check was issued by *Aviation* for the remaining balance of North Perry Airport Rehabilitation of Taxiway contract. The check was lost. The payee submitted an affidavit of check replacement to the *Accounting Division* to reissue the check.

Check	Date	Name	Amount
1579344	06/22/17	NMSC INC	\$8,207.50

This check was issued for database analyst services payment. The payee claimed that they never received the check and they submitted an affidavit for check replacement to the *Accounting Division*. The check was voided and the payment was processed as an ACH payment to the payee.

Check	Date	Name	Amount
2004463	03/08/17	MERCURY FUNDING LLC	\$20,248.99

This is a Tax Redemption check issued by the *Records, Taxes and Treasury Division* which was replaced because the check was lost. The payee submitted an affidavit of check replacement to the *Accounting Division* to reissue the check.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1584073	08/03/17	TARA PARKER	\$854.00
1584074	08/03/17	TARA PARKER	\$318.00

These checks were a refund for a cancellation of a venue rental for the *Parks and Recreation Division*. They were lost in the mail and replaced after receiving the check replacement affidavits.

Check	Date	Name	Amount
1219993	03/20/17	STROCK COHEN ZIPPER LAW GROUP	\$79.99
1219994	03/20/17	STROCK COHEN ZIPPER LAW GROUP	\$635.59

These are Tax Refund checks issued by the *Records, Taxes and Treasury Division*. The payees claimed that the checks were not received. The *Accounting Division* confirmed that the checks went to a wrong address. An affidavit for check replacement was submitted to the *Accounting Division* and the checks were reissued with the correct address.

Check	Date	Name	Amount
546680	06/16/17	JORGE OTORO	\$8,468.13
546681	06/16/17	JORGE OTORO	\$100.00

These are checks issued by the *Risk Management Division*. Checks were mailed to a wrong address and lost in the mail. Stop payment orders were issued on the checks and new checks were issued to the correct mailing address.

AS/lt