

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: October 16, 2017
 TO: Gary Mehringer, Assistant Director
 THRU: Aecha Schot, Accounting Manager
 FROM: Lynouse Telfort, Accounting Clerk
 SUBJECT: Board Approval Items 11/14/2017

Aecha Schot
 Digitally signed by AECHA SCHOT
 DN: dc=city, dc=broward, dc=bc, ou=Organization,
 ou=ITL, ou=Users, cn=AECHA SCHOT
 Date: 2017.10.18 09:33:56 -0500

Lynouse Telfort
 Digitally signed by LYNOUSE
 TELFORT
 Date: 2017.10.18 09:02:06 -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
1222050	05/15/17	MOUSKOS, PETER & A MOUSKOS	\$7,320.61

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
1574342	05/11/17	SOUTH NET TRAVEL INC	\$10,000.00

This check was issued by *Greater Fort Lauderdale Convention and Visitors Bureau* for the Bestday Travel Coop Campaign. 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.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1574751	05/16/17	KARMAT REALTY LLC	\$8.58
1574752	05/16/17	KARMAT REALTY LLC	\$79.96

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
1222168	05/24/17	FREUND, CONSTANCE MARIE	\$79.99
1222169	05/24/17	FREUND, CONSTANCE MARIE	\$79.99

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
545461	05/09/17	MYMATRIXX	\$213.83
545462	05/09/17	MYMATRIXX	\$50.80
545463	05/09/17	MYMATRIXX	\$21.93
545464	05/09/17	MYMATRIXX	\$81.93

These checks were issued by the *Risk Management Division* for medical services payments. 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
1575505	05/22/17	INNOVATIVE FUNDING SERVICES	\$306.80
1575506	05/22/17	INNOVATIVE FUNDING SERVICES	\$42.75
1575507	05/22/17	INNOVATIVE FUNDING SERVICES	\$273.10
1575508	05/22/17	INNOVATIVE FUNDING SERVICES	\$12.69

These checks were issued by the *Records, Taxes, and Treasury Division* for Auto Tag 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
1573542	05/04/17	OFFICE OF THE ATTORNEY GENERAL	\$34.00

This check was issued by the *Records, Taxes, and Treasury Division* for a Recording 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.

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
1590042	09/26/17	AFFORDABLE MEDICAL SUPPLY	\$9,983.25

This check was issued by the *Elderly Veteran Services Division* for medical supplies. The payee claimed that the check was not received. The *Accounting Division* confirmed that the check went to an incorrect address. The payee submitted an affidavit of check replacement to the *Accounting Division* to reissue the check.

Check	Date	Name	Amount
1591062	10/03/17	AMERICAN CIVIL LIBERTIES UNION	\$200,000.00

This check was issued by the *Broward Sheriff's Office* for litigation expense. The payee claimed that the check is lost. The agency confirmed that the check went to an incorrect address. An affidavit for check replacement was submitted to the *Accounting Division* and the check was reissued with the correct mailing address.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1584595	08/08/17	AUM CONSTRUCTION INC	\$22,803.10
1586941	08/25/17	AUM CONSTRUCTION INC	\$85,225.90

These checks were issued by the *Broward County Transit Division* for a bus stop sign replacement project. The checks were claimed lost by the payee. Affidavits of check replacement were submitted to the *Accounting Division* and new checks were reissued.

AS/lt