

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: November 9, 2017

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager

FROM: Lynouse Telfort, Accounting Clerk

SUBJECT: Board Approval Items 12/12/2017

Aecha Schot
Digitally signed by AECHA SCHOT
DN: cn=Aecha Schot, o=Broward County, ou=Finance and Administrative Services Department, email=Aecha.Schot@broward.org, c=US
Date: 2017.11.09 08:52:11 -0500

Lynouse Telfort
Digitally signed by LYNOUSE TELFORT
Date: 2017.11.09 16:27:06 -0500

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
1578556	06/16/17	GLOBETEC CONSTRUCTION	\$23,000.00

This check was issued by the *Highway Construction & Engineering Division* for the release of a performance bond. 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
1579855	06/28/17	PAUL J DEL VECCHIO CONSTRUCTION	\$6,400.00
1580243	06/29/17	PAUL J DEL VECCHIO CONSTRUCTION	\$8,420.00

These checks were issued by the *Broward County Attorney Office* for construction Consulting Services. 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.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1577557	06/08/17	SHOPS AT POWERGATE PLAZA LLC,	\$91.94
1577558	06/08/17	SHOPS AT POWERGATE PLAZA LLC,	\$101.94

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
1577400	06/08/17	INNOVATIVE FUNDING SERVICES LLC	\$28.60
1577401	06/08/17	INNOVATIVE FUNDING SERVICES LLC	\$376.24
1578205	06/14/17	INNOVATIVE FUNDING SERVICES	\$47.60
1578206	06/14/17	INNOVATIVE FUNDING SERVICES	\$328.10
1578914	06/20/17	INNOVATIVE FUNDING SERVICES LLC	\$352.23

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.

Check	Date	Name	Amount
1578817	06/19/17	FPL-ASSIST	\$59.10
1578818	06/19/17	FPL-ASSIST	\$50.00

These checks were issued by the *Community Action Agency* for utilities assistance 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.

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

Check	Date	Name	Amount
1578961	06/20/17	NOVA SOUTHEASTERN UNIVERSITY	\$38.70

This checks 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 payee and a new check issued upon receipt of the completed form.

Check	Date	Name	Amount
1579696	06/27/17	FLORIDA INTERNATIONAL UNIVERSITY	\$30.00

This check was issued by the *Libraries Division* for an interlibrary loan processing fee. 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
1588399	09/12/17	SG SERVICES INC	\$8,137.67

This check was issued by the *Parks & Recreation Division* for installation of new toilet partition doors. 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
1590045	09/26/17	ALEN CONSTRUCTION GROUP INC	\$24,124.50

This check was issued by *Water & Wastewater Services* for wetwell refurbish design & construction. 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.

Check	Date	Name	Amount
1590050	09/26/17	AMERICAS QUALITY CARE SERVICES	\$19,630.69

This check was issued by the *Broward County Elderly and Veterans Services Division* for homecare services payments. The payee claimed that the check is lost. An affidavit for check replacement was submitted to the *Accounting Division* and the check was reissued.

Check	Date	Name	Amount
1590083	09/26/17	KILOWATT BOY INC	\$65,562.00

This check was issued by the *Broward County Port Everglades Department* The payee claimed that the check was never received. The agency confirmed that the check was lost. An affidavit for check replacement was submitted to the *Accounting Division* and the check was reissued.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1589563	09/21/17	AUM CONSTRUCTION INC	\$42,187.50
1591588	10/06/17	AUM CONSTRUCTION INC	\$19,618.20
1592643	10/17/17	AUM CONSTRUCTION INC	\$23,517.00
1590898	10/03/17	AUM CONSTRUCTION INC	\$31,963.50

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.

Check	Date	Name	Amount
1586738	08/23/17	SMART GENERATION ACADEMY	\$1,260.00
1586739	08/23/17	SMART GENERATION ACADEMY	\$1,904.00

These checks were issued by the *Community Action Agency* for rental assistance. The checks were claimed lost by the payees. Affidavits of check replacement were submitted to the *Accounting Division* and new checks were reissued.

AS/lt