

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: January 8, 2018
 TO: Gary Mehringer, Assistant Director
 THRU: Aecha Schot, Accounting Manager
 FROM: Lynouse Telfort, Accounting Clerk
 SUBJECT: Board Approval Items 02/06/2018

Aecha Schot
Digitally signed by AECHA SCHOT
 DN: cn=AECHA SCHOT, o=RECORDS, ou=RECORDS, email=ASCHOT@broward.org, c=US
 Date: 2018.01.08 15:52:56 -0500

Lynouse Telfort
Digitally signed by LYNOUSE TELFORT
 Date: 2018.01.08 14:55:24 -05'00'

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 |
|---------|----------|-------------|-------------|
| 1580382 | 07/05/17 | ERIC HOSMER | \$11,200.00 |

This check was issued by the *Engineering & Permitting 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.

II. Multiple Items Issued to the Same Payee:

| Check | Date | Name | Amount |
|---------|----------|----------------|---------|
| 1581423 | 07/12/17 | ULYESS GREGORY | \$11.28 |
| 1583210 | 07/28/17 | ULYESS GREGORY | \$11.28 |

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 |
|---------|----------|-------------------------|---------|
| 1580647 | 07/07/17 | BAER'S FURNITURE CO INC | \$7.35 |
| 1580648 | 07/07/17 | BAER'S FURNITURE CO INC | \$4.90 |
| 1580772 | 07/07/17 | JORDAN HIGH VOLTAGE INC | \$12.00 |
| 1580773 | 07/07/17 | JORDAN HIGH VOLTAGE INC | \$15.00 |

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 |
|---------|----------|------------------------------------|----------|
| 1582011 | 07/18/17 | FT LAUDERDALE CHAPTER SPEBSQSA INC | \$250.00 |
| 1583057 | 07/28/17 | FT LAUDERDALE CHAPTER SPEBSQSA INC | \$250.00 |

These checks were issued by the *Broward County Aviation Department* for a live performance at Fort Lauderdale International Airport terminal 3. 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 |
|---------|----------|-------------------------|------------|
| 1580592 | 07/06/17 | CITY OF FORT LAUDERDALE | \$7,408.50 |

This checks was issued by the *Engineering & Permitting Division* for permitting fees. 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 |
|---------|----------|--------------------|------------|
| 1580910 | 07/07/17 | CITY OF PLANTATION | \$1,000.00 |

This check was issued by the *Facilities Management Division* for a preliminary review for renovation permit. 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 |
|---------|----------|-------------------------|----------|
| 1222935 | 07/24/17 | CITY OF FORT LAUDERDALE | \$150.00 |

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, check replacement affidavit will be sent to the payee and new check issued upon receipt of the completed form.

| Check | Date | Name | Amount |
|---------|----------|--------------------|-------------|
| 1581094 | 07/11/17 | CITY OF LAUDERHILL | \$22,500.01 |

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

| Check | Date | Name | Amount |
|---------|----------|-------------------------|----------|
| 1581516 | 07/13/17 | CITY OF FORT LAUDERDALE | \$57.60 |
| 1581517 | 07/13/17 | CITY OF FORT LAUDERDALE | \$131.35 |

These checks were issued by the *Broward County Port Everglades Department* for utility tax. 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.

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 |
|---------|----------|-----------------------------|-------------|
| 1581744 | 07/14/16 | BROWARD COUNTY SCHOOL BOARD | \$98,638.90 |

This check was issued by the *Parks & Recreation Division* for swimming instructions. 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.

II. Multiple Items Issued to the Same Payee:

| Check | Date | Name | Amount |
|---------|----------|--------------------------------------|-------------|
| 1594416 | 10/31/17 | AMALGAMATED TRANSIT UNION LOCAL 1267 | \$20,170.07 |
| 1595583 | 11/13/17 | AMALGAMATED TRANSIT UNION LOCAL 1267 | \$20,155.93 |

These checks were issued by the *Payroll Division* for wage garnishment for union membership dues. 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