

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: February 20, 2018  
 TO: Gary Mehringer, Assistant Director  
 THRU: Aecha Schot, Accounting Manager  
 FROM: Lynouse Telfort, Accounting Clerk  
 SUBJECT: Board Approval Items 03/20/2018

*Aecha Schot*  
Digitally signed by AECHA SCHOT  
 DN: cn=AECHA SCHOT, o=Broward County, ou=Organization, ou=HTT, ou=User, email=AECHA.SCHOT  
 Date: 2018.02.21 09:27:53 -0500

*Lynouse Telfort*  
Digitally signed by LYNOUSE TELFORT  
 TELFORT  
 Date: 2018.02.21 09:17:28 -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
1590226	09/28/17	BLANCO TRAVEL SERVICE LTDA	\$10,350.00

This check was issued by *Greater Fort Lauderdale Convention and Visitors Bureau* for special activities program in Colombia. 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
1588759	09/13/17	P C PLANTATION LLLP	\$992.67
1588760	09/13/17	P C PLANTATION LLLP	\$992.67
1588761	09/13/17	P C PLANTATION LLLP	\$2,948.38
1588762	09/13/17	P C PLANTATION LLLP	\$2,659.36

1588763	09/13/17	P C PLANTATION LLLP	\$2,825.98
1588764	09/13/17	P C PLANTATION LLLP	\$2,719.36
1588765	09/13/17	P C PLANTATION LLLP	\$2,692.14
1588766	09/13/17	P C PLANTATION LLLP	\$238.47
1588767	09/13/17	P C PLANTATION LLLP	\$238.47
1588768	09/13/17	P C PLANTATION LLLP	\$238.47
1588769	09/13/17	P C PLANTATION LLLP	\$234.55
1588770	09/13/17	P C PLANTATION LLLP	\$238.47
1588771	09/13/17	P C PLANTATION LLLP	\$238.47
1588772	09/13/17	P C PLANTATION LLLP	\$2,470.42
1588773	09/13/17	P C PLANTATION LLLP	\$2,934.20
1588774	09/13/17	P C PLANTATION LLLP	\$514.74
1588775	09/13/17	P C PLANTATION LLLP	\$877.38
1588776	09/13/17	P C PLANTATION LLLP	\$2,787.70
1588777	09/13/17	P C PLANTATION LLLP	\$2,755.96
1588778	09/13/17	P C PLANTATION LLLP	\$519.79
1588779	09/13/17	P C PLANTATION LLLP	\$484.19
1588780	09/13/17	P C PLANTATION LLLP	\$2,402.39
1588781	09/13/17	P C PLANTATION LLLP	\$234.55
1588782	09/13/17	P C PLANTATION LLLP	\$238.47
1588783	09/13/17	P C PLANTATION LLLP	\$238.47

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.

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

None.

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
1602595	01/22/18	VILLAGES SHOPPES OF COCONUT CREEK	\$149,453.17

This check was issued by the *Planning and Development Management Division* for refund of transit concurrency impact fees. The payee claimed that the check was lost. The *Accounting Division* confirmed that the check went to an incorrect address. The payee submitted an affidavit of check replacement to the *Accounting Division* and the check was reissued.

Check	Date	Name	Amount
1598843	12/15/17	DUBOIS CONSTRUCTION SERVICES	\$36,280.94

This check was issued by the *Facilities Management Division* for the Broward County east garage building signs installation. The payee claimed that the check was lost. The payee submitted an affidavit of check replacement to the *Accounting Division* and the check was reissued.

Check	Date	Name	Amount
1597055	11/30/17	AMERIGAS PROPANE	\$18,598.58

This check was issued by the *Broward County Transit Division* for propane gas invoice payment. The payee claimed that the check was lost. An affidavit of check replacement was submitted to the *Accounting Division* and the check was reissued.

Check	Date	Name	Amount
1225392	12/18/17	VOYA SERVICES COMPANY	\$7,451.33

This check was issued by the *Records, Taxes, and Treasury Division* for tax refund. The payee claimed that the check was not received. 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
550472	10/31/17	ORTHOPAEDIC CENTER OF SOUTH FL	\$113.40
550475	10/31/17	ORTHOPAEDIC CENTER OF SOUTH FL	\$113.40
550477	10/31/17	ORTHOPAEDIC CENTER OF SOUTH FL	\$180.00

These checks were issued by the *Risk Management Division* for medical services payments. The payees claimed that the checks were lost. The *Accounting Division* confirmed that the checks went to an incorrect address. Check replacement affidavits were submitted to the *Accounting Division* to reissue the checks.

AS/lt