

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: March 19, 2018
 TO: Gary Mehringer, Assistant Director
 THRU: Aecha Schot, Accounting Manager
 FROM: Lynouse Telfort, Accounting Clerk
 SUBJECT: Board Approval Items 04/24/2018



Digitally signed by AECHA SCHOT
 DN: dc=ty, dc=broward, dc=fl, ou=Organization,
 ou=FTT, ou=Finance, cn=AECHA SCHOT
 Date: 2018.03.20 10:21:07 -0400



Digitally signed by LYNOUSE
 TELFORT
 Date: 2018.03.19 11:54:47 -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:

None.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1223871	10/09/17	GLORIA A PATE	\$104.52
1223872	10/09/17	GLORIA A PATE	\$101.34

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
550473	10/31/17	ORTHOPAEDIC CENTER OF SOUTH FLORIDA	\$75.60
550474	10/31/17	ORTHOPAEDIC CENTER OF SOUTH FLORIDA	\$140.30
550476	10/31/17	ORTHOPAEDIC CENTER OF SOUTH FLORIDA	\$110.70

550478 10/31/17 ORTHOPAEDIC CENTER OF SOUTH FLORIDA \$81.00

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
1594236	10/27/17	ALLSTATE TITLE AND ESCROW, INC.	\$17.00
1594237	10/27/17	ALLSTATE TITLE AND ESCROW, INC.	\$36.00
1594405	10/27/17	TOWNE MORTGAGE COMPANY	\$3.00
1594406	10/27/17	TOWNE MORTGAGE COMPANY	\$3.00

These checks were issued by the *Records, Taxes, and Treasury Division* for Recording 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
1593934	10/24/17	CITY OF FORT LAUDERDALE	\$402.16

This check was issued by the *Broward County Port Everglades Department* for utility tax. 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
1601764	01/12/18	HUGH KOERNER PA	\$20,000.00

This check was issued by the *Risk Management Division* for final non-auto settlement payment. 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.

Check	Date	Name	Amount
1604656	02/08/18	BACK BAY AQUATICS CORP	\$6,332.98

This check was issued by the *Broward County Solid Waste Services* for Wetland mitigation maintenance. The payee claimed that the check was lost. An affidavit of check replacement was submitted to the Accounting Division to reissue the check.

AS/lt