



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: April 17, 2018  
TO: Gary Mehringer, Assistant Director  
THRU: Aecha Schot, Accounting Manager  
FROM: Lynouse Telfort, Accounting Clerk  
SUBJECT: Board Approval Items 05/22/2018

*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

*Lynouse Telfort*  
Digitally signed by LYNOUSE TELFORT  
Date: 2018.04.17 15:31:46 -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:**

None.

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

Check	Date	Name	Amount
1596272	11/20/17	FLORIDA ASSOCIATION OF COURT CLERKS INC	\$70.00

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

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
553850	02/28/18	CHOICE LEGAL	\$7,128.37

This check was issued by the *Risk Management Division* for settlement payment. Due to payment processing error, the check was voided by the Accounting Division and separate checks were issued for each voucher.

Check	Date	Name	Amount
1608276	03/20/18	HALLANDALE SECTION OF CID-UNES	\$10,500.00

This check was issued by the *Broward County Cultural Division* for cultural performance 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
1607361	03/08/18	LCSTUDIOS	\$16,000.00

This check was issued by the *Greater Fort Lauderdale Convention & Visitors Bureau* for the 2018 Synergy Summit production. The payee claimed that the check was lost. An affidavit of check replacement was submitted to the Accounting Division to reissue the check.

Check	Date	Name	Amount
1602741	01/23/18	SUDDATH RELOCATION SYSTEMS	\$60,702.00

This check was issued by the *Broward County Purchasing Division* for the Broward Sheriff Office's files relocation and storage services. The payee claimed that the check was lost. An affidavit of check replacement was submitted to the Accounting Division to reissue the check.

**II. Multiple Items Issued to the Same Payee:**

None.

AS/lt