



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: May 14, 2018

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager

Digitally signed by AECHE SCHOT
DN: cn=Aecha Schot, o=Broward County, ou=Finance and Administrative Services Department, email=Aecha.Schot@broward.org, c=US
Date: 2018.05.14 14:18:12 -0400

FROM: Lynouse Telfort, Account Clerk

Digitally signed by LYNOUSE TELFORT
DN: cn=Lynouse Telfort, o=Broward County, ou=Finance and Administrative Services Department, email=Lynouse.Telfort@broward.org, c=US
Date: 2018.05.14 10:37:55 -0400

SUBJECT: Board Approval Items 06/12/2018

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
1224400	12/12/17	AMERICAN HOME TITLE LLC	\$227.28
1224401	12/12/17	AMERICAN HOME TITLE LLC FL ESCROW ACCOUNT	\$1,239.78

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.

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

Check	Date	Name	Amount
1597645	12/07/17	STATE OF FLORIDA - DIVISION OF WC BUREAU	\$15.00

This check was issued by the *Broward County Attorney's Office* for summons issuing fee. 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
1599757	12/26/17	BROWARD COUNTY HEALTH DEPARTMENT	\$110.00

This check was issued by the *Family Success Administration Division* for life skills training. 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
1608210	03/20/18	AMOS SUPPLY INC	\$33,078.00

This check was issued by the *Water and Wastewater Services* for water meter boxes and accessories invoice payment. 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
1603347	01/30/18	MARPLE FLEET LEASING LLC	\$5,289.00

This check was issued by the *Broward County Building Code Services Division* for fleet services. The payee claimed that the check was not received. 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