

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: August 10, 2018

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager  Digitally signed by AECHE SCHOT
DN: cn=Aecha Schot, ou=Users, ou=Organization, ou=RTT, ou=Users, c=BROWARD COUNTY
Date: 2018.08.13 16:02:40 -0400

FROM: Lynouse Telfort, Account Clerk  Digitally signed by LYNOUSE TELFORT
Date: 2018.08.13 15:56:35 -0400

SUBJECT: Board Approval Items 09/25/2018

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

The 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 |
|---------|----------|----------------------------|------------|
| 1229392 | 03/05/18 | FIRSTKEY HOMES LLC | \$7,128.60 |
| 1229645 | 03/12/18 | CHICAGO TITLE INSURANCE CO | \$9,001.82 |

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.

II. Multiple Items Issued to the Same Payee:

| Check | Date | Name | Amount |
|---------|----------|---------------------------------------|---------|
| 1609739 | 03/29/18 | MIAMI-DADE POLICE DEPT COURT SERVICES | \$41.00 |
| 1609740 | 03/29/18 | MIAMI-DADE POLICE DEPT COURT SERVICES | \$41.00 |
| 1609741 | 03/29/18 | MIAMI-DADE POLICE DEPT COURT SERVICES | \$41.00 |
| 1606847 | 03/05/18 | MIAMI-DADE POLICE DEPT COURT SERVICES | \$41.00 |

These checks were issued by the *Records, Taxes, and Treasury Division* for tax deed. 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 |
|---------|----------|--------------------------|----------|
| 1607035 | 03/07/18 | CITY OF HALLANDALE BEACH | \$200.00 |

This check was issued by the *Parks and Recreation Division* for invoice payment. 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 |
|---------|----------|-----------------------|------------|
| 1609630 | 03/28/18 | CITY OF CORAL SPRINGS | \$1,249.75 |

This check was issued by the *Water & Wastewater Division* for water payment. 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.

The 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 |
|---------|----------|----------------------|-------------|
| 1616547 | 05/30/18 | KIRMS COMMUNICATIONS | \$33,793.18 |

This check was issued by the *Broward County Communication Technology Division* for recommended inspection repairs. 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 |
|---------|----------|------------------------|-------------|
| 1229876 | 03/12/18 | SANTELI ENTERPRISE LLC | \$8,095.74 |
| 1234422 | 05/14/18 | CENTRA FALLS LLC | \$48,070.96 |

These checks were issued by the *Records, Taxes, and Treasury Division* for tax refunds. The payees claimed that the checks were not received. Affidavits of check replacement was submitted to the Accounting Division to reissue the checks.

II. Multiple Items Issued to the Same Payee:

| Check | Date | Name | Amount |
|---------|----------|------------------|-------------|
| 1229522 | 03/06/18 | INVITATION HOMES | \$14,112.12 |
| 1230139 | 03/19/18 | INVITATION HOMES | \$14,988.70 |

1230432 03/29/18 INVITATION HOMES

\$11,218.19

These checks were issued by the *Records, Taxes, and Treasury Division* for tax refund. The payees claimed that the checks were not received. Affidavits of check replacement was submitted to the Accounting Division to reissue the checks.

| Check | Date | Name | Amount |
|--------|----------|------------------------|-------------|
| 556835 | 05/31/18 | JOSE M FRANCISCO P.A. | \$15,000.00 |
| 556993 | 06/06/18 | PEEBLES LAW GROUP P.A. | \$9,900.00 |

These checks were issued by the *Risk Management Division* for a settlement payment (bodily injury). The payees claimed that the checks were not received. Affidavits of check replacement were submitted to the Accounting Division to reissue the checks.

AS/lt