



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: October 15, 2018

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager 

FROM: Lynouse Telfort, Account Clerk  Digitally signed by LYNOUSE TELFORT
Date: 2018.10.16 10:11:58 -0400

SUBJECT: Board Approval Items 11/13/2018

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

None.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1234365	05/14/18	4600 INVESTMENTS LLC	\$0.78
1233787	05/08/18	4600 INVESTMENTS LLC	\$110.66
1233892	05/08/18	CITI BUSINESS SERVICES PAYMENT SERVICES	\$93.28
1233893	05/08/18	CITI BUSINESS SERVICES PAYMENT SERVICES	\$28.77
1234804	05/21/18	GONZALEZ SANCHEZ LUIS	\$1.78
1234491	05/14/18	GONZALEZ SANCHEZ LUIS	\$251.79
1234536	05/14/18	K O UNLIMITED ENTERPRISES LLC	\$150.00
1234537	05/14/18	K O UNLIMITED ENTERPRISES LLC	\$150.00
1234579	05/14/18	MARRIOTT INTERNATIONAL INC	\$35.53
1234114	05/08/18	MARRIOTT INTERNATIONAL INC	\$5,016.23
1234595	05/14/18	MURRAY & IDA LANE REV LIV TR	\$1.61

1234140	05/08/18	MURRAY & IDA LANE REV LIV TR	\$227.67
1234617	05/14/18	PETROZONE OF CORAL SPRINGS	\$0.92
1234185	05/08/18	PETROZONE OF CORAL SPRINGS	\$129.95
1234903	05/21/18	ROSE MANAGEMENT PROPERTIES INC	\$12.43
1234639	05/14/18	ROSE MANAGEMENT PROPERTIES INC	\$1,755.11

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
1613951	05/08/18	MIAMI-DADE POLICE DEPT COURT SERVICES	\$41.00
1613953	05/08/18	MIAMI-DADE POLICE DEPT COURT SERVICES	\$41.00
1613958	05/08/18	PALM BEACH COUNTY SHERIFF'S OFFICE	\$40.00
1614406	05/10/18	COLLIER COUNTY SHERIFF OFFICE	\$40.00

These checks were issued by the *Records, Taxes, and Treasury Division* for service fees associated with the posting of tax deed sales. 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.

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:

None.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1626060	08/21/18	IRON MANAGEMENT SERVICES	\$950.00
1626061	08/21/18	IRON MANAGEMENT SERVICES	\$950.00

These checks were issued by *Human Services Family Success Administration* for rental assistance. The checks were claimed lost by the payees. Affidavits of check replacement were submitted to the *Accounting Division* to reissue the checks.

AS/lt