

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: November 5, 2018

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager

Aecha Schot
Digitally signed by AECHA SCHOT
DN: dc=city, dc=broward, dc=flc,
ou=Organization, ou=RTT, ou=Users,
cn=AECHA SCHOT
Date: 2018.11.07 14:50:32 -05'00'

FROM: Lynouse Telfort, Account Clerk

Lynouse Telfort
Digitally signed by LYNOUSE
TELFORT
Date: 2018.11.07 14:47:07 -05'00'

SUBJECT: Board Approval Items 12/11/2018

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
1616849	06/04/18	CITY OF CORAL SPRINGS	\$52,658.90

This check was issued by the Housing & Community Development Division for home repairs. 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.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1616919	06/04/18	LIGHTHOUSE PT AT VINTAGE LLC	\$95.32
1616920	06/04/18	LIGHTHOUSE PT AT VINTAGE LLC	\$97.94
1616964	06/04/18	SHERATON SUITES CYPRESS CREEK	\$190.95
1619675	06/27/18	SHERATON SUITES CYPRESS CREEK	\$639.29

These checks were issued by the Water & Wastewater Division for water 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
1617371	06/06/18	LUKS, SANTANIELLO, PETRILLO & JONES, LLC	\$52.00
1618119	06/14/18	LUKS, SANTANIELLO, PETRILLO & JONES, LLC	\$40.00

These checks were issued by the Risk Management Division for legal services. 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
1235347	06/04/18	SRIVIDAY D UPADHYA	\$150.00
1235348	06/04/18	SRIVIDYA D UPADHYA	\$150.00
1235359	06/04/18	TAMIKO R GRIMES C/O 300 NW 69 AVENUE LLC	\$150.00
1235360	06/04/18	TAMIKO R GRIMES C/O 3101 BAYSHORE LLC	\$150.00
1235486	06/18/18	INVITATION HOMES	\$10,606.63
1235487	06/18/18	INVITATION HOMES	\$267.62

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:

None.

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
1630638	09/28/18	BEA ARCHITECTS INC	\$26,007.04

This check was issued by the Port Everglades Department for seaport engineering & facility maintenance. 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

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

Check	Date	Name	Amount
1628166	09/07/18	BROWARD COUNTY COUNCIL OF CHAMBERS	\$ 2,500.00

This check was issued by the Broward County office of Economic and Small Business Development for the 2018 small business luncheon sponsorship agreement. 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