





Finance and Administrative Services Department  
**RECORDS, TAXES, AND TREASURY DIVISION / Treasury Section**  
115 S. Andrews Avenue, Room A400 • Fort Lauderdale, Florida 33301 • 954-357-7245 • FAX 954-357-5731

**MEMORANDUM**

DATE: January 18, 2019

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager  Digitally signed by AECHA SCHOT  
DN: cn=city, dn=broward, dn=fla,  
ou=Operations, ou=RTT, ou=Team,  
ou=AECHA SCHOT  
Date: 2019.01.29 11:13:13 -0500

FROM: Lynouse Telfort, Account Clerk  Digitally signed by LYNOUSE TELFORT  
DN: cn=city, dn=broward, dn=fla,  
ou=Organization, ou=RTT, ou=Users,  
ou=LynOUSE TELFORT  
Date: 2019.01.29 16:27:21 -0500

SUBJECT: Board Approval Items 02/26/2019

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
1626120	08/22/18	ESTATE OF JOHN SAWYER	\$5,000.00

This check was issued by the *Human Services Department* for death benefits. 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
1626622	08/27/18	KENNETH CLIFFORD	\$5.00
1626623	08/27/18	KENNETH CLIFFORD	\$5.00

These checks were issued by the *Record, Taxes, & Treasury Division* for auto tag refunds. The agency is contacting the payee to determine the status of the checks. If lost, check replacement affidavits will be sent to the payee 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
1628590	09/12/18	OTIS ELEVATOR COMPANY	\$115,448.00

This check was issued by the *Facilities Management Division* for monthly preventive maintenance for elevators. 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
2011080	11/28/18	HURLEY ARTHUR J	\$5,983.87

This check was issued by the *Record, Taxes, & Treasury Division* for tax certificate. 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.

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

Check	Date	Name	Amount
559450	08/22/18	ELECTROSTIM MEDICAL SERVICES	\$166.08
559451	08/22/18	ELECTROSTIM MEDICAL SERVICES	\$30.00

These checks were issued by the *Risk Management Division* for medical services. The payee claimed that the checks were lost. Affidavits of check replacement were submitted to the Accounting Division to reissue the checks.

AS/lt