





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: February 15, 2019

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager  Digitally signed by AECHA SCHOT
Date: 2019.02.15 16:06:08 -0500
Adobe Acrobat version:
2019.010.20091

FROM: Lynouse Telfort, Account Clerk  Digitally signed by LYNOUSE
TELFORT
Date: 2019.02.15 14:54:59
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SUBJECT: Board Approval Items 03/28/2019

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
1630106	09/25/18	DTI USA INC.	\$63,600.00

This check was issued by the *Broward County Transit 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
1630664	09/28/18	MAXINE KAPLAN	\$5,000.00

This check was issued by the *Broward County Building Code Services Division* for contractor restitution 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.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
1627906	09/05/18	BROWARD COUNTY POLICE BENEVOLENT	\$3,088.50
1630725	09/28/18	BROWARD COUNTY POLICE BENEVOLENT	\$1,204.00

These checks were issued by the *Parks & Recreation Division* for the North Beach Park parking and traffic enforcement detail. 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:

Check	Date	Name	Amount
1630631	09/27/18	SOCIAL SECURITY ADMINISTRATION	\$254.87

This check was issued by the *Broward County Payroll Section*. 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
1639228	12/18/18	COAST TO COAST HEALTH CARE	\$7,703.91

This check was issued by the *Human Services Department* for community care 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