



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: May 9, 2019

TO: Gary Mehringer, Assistant Director

THRU: Aecha Schot, Accounting Manager *Aecha Schot* Digitally signed by AECHA SCHOT
Date: 2019.05.09 16:08:28 -0400'

FROM: Lynouse Telfort, Account Clerk *Lynouse Telfort* Digitally signed by LYNOUSE
TELFORT
Date: 2019.05.09 15:21:22 -0400'

SUBJECT: Board Approval Items 06/11/2019

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
1637513	12/03/18	PATRICIA A GLENN	\$5,000.00

This check was issued by the *Human Resources Division* for retiree death benefit. 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
1237674	12/17/18	1924 NE 31ST AVENUE LLC	\$7,247.05
1237889	12/17/18	JOHNS HOME REAL ESTATE TAX	\$7,937.30

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
1639941	12/27/18	ALMOST FAMILY PC OF FT. LAUDERDALE, LLC	\$10,238.63
1640232	12/31/18	ALMOST FAMILY PC OF FT. LAUDERDALE, LLC	\$1,207.08

These checks were issued by the *Human Services Division* for elderly care. 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
1645435	02/14/19	PHARMACARE INTERNATIONAL INC	\$ 9,397.50

This check was issued by the *Water & Wastewater Services* for invoice payment. The payee claimed that the check was lost. Affidavit of check replacement was submitted to the Accounting Division to reissue the check.

Check	Date	Name	Amount
1648260	03/11/19	BANKUNITED, N.A.	\$ 17,836.65

This check was issued by *the Broward County Public Works Department* for grant funding payment. The payee claimed that the check was not received. Affidavit of check replacement was submitted to the Accounting Division to reissue the check.

II. Multiple Items Issued to the Same Payee:

Check	Date	Name	Amount
566050	04/03/19	PEEBLES LAW GROUP PA	\$4,500.00
566051	04/03/19	PEEBLES LAW GROUP PA	\$4,500.00

These checks were issued by the *Risk Management Division* for legal services. The checks were sent to an incorrect address. Affidavits of check replacement were submitted to the Accounting Division to reissue the checks.

Check	Date	Name	Amount
1237426	12/10/18	INVITATION HOMES	\$1,581.17
1238312	12/27/18	INVITATION HOMES	\$5,288.88

These checks were issued by *the Records, Taxes, and Treasury Division* for tax refunds. The payee claimed that the checks were lost. Affidavits of check replacement were submitted to the Accounting Division to reissue the checks.

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

Check	Date	Name	Amount
1639624	12/21/18	BROWARD COLLEGE	\$160.00

This check was issued by the *Environmental and Consumer Protection Division* for license payment refund. The payee claimed that the check was not received. Affidavit of check replacement was submitted to the Accounting Division to reissue the check.

AS/lt