



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: December 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=fl, ou=Organization, ou=RTT, ou=Users, cn=AECHA SCHOT
Date: 2018.12.10 08:58:29 -0500

FROM: Lynouse Telfort, Account Clerk

Lynouse Telfort
Digitally signed by
lytelfort@broward.org
DN: cn=lytelfort@broward.org
Date: 2018.12.07 14:04:14 -0500

SUBJECT: Board Approval Items 01/08/2019

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
1623391	07/31/18	CITY OF LAUDERHILL	\$20,000.00

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.

Check	Date	Name	Amount
2009565	07/11/18	MURRY DIAMOND REVOCABLE LIVING TRUST	\$35,921.58

This check was issued by the *Record, Taxes, & Treasury Division* for tax certificate. 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
1622137	07/20/18	DAVID LEE EVANS	\$10.00
1622138	07/20/18	DAVID LEE EVANS	\$15.00

These checks were issued by the *Facility Management Division* for juror's parking reimbursement. 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
558093	07/10/18	US HEALTHWORKS MEDICAL GROUP OF FLORIDA,	\$123.00
558094	07/10/18	US HEALTHWORKS MEDICAL GROUP OF FLORIDA,	\$154.00
558095	07/10/18	US HEALTHWORKS MEDICAL GROUP OF FLORIDA,	\$213.00

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.

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

Check	Date	Name	Amount
1621543	07/16/18	MIAMI-DADE POLICE DEPT COURT SERVICES	\$41.00
1621552	07/16/18	MIAMI-DADE POLICE DEPT COURT SERVICES	\$41.00
1622228	07/20/18	MIAMI-DADE POLICE DEPT COURT SERVICES	\$41.00
1622234	07/20/18	PALM BEACH COUNTY SHERIFF'S OFFICE	\$40.00

These checks were issued by the *Records, Taxes, and Treasury Division* for a tax deed recording. The agency is contacting the payees to determine the status of the checks. If lost, checks replacement affidavit 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
1625021	08/13/18	WALTON LANTAFF SCHROEDER CARS	\$3,152.40
1625023	08/13/18	WALTON LANTAFF SCHROEDER CARS	\$9,973.10
1625024	08/13/18	WALTON LANTAFF SCHROEDER CARS	\$2,703.30

These checks were issued by the *Risk Management Division* for attorney services. The payees claimed that the checks were lost. Checks replacement Affidavit were submitted to the Accounting Division to reissue the checks.

AS/lt