

Memorandum



Date: September 17, 2013

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is written in a cursive, flowing style.

Subject: Response to Questions on Resolution Establishing Policy that all Checks due to Miami-Dade County be made Payable to Miami-Dade County (Legistar 131638)

The following is in response to questions raised during the August 27, 2013 Finance Committee meeting regarding the resolution establishing a policy that all checks due Miami-Dade County be made payable to Miami-Dade County, one of its departments, or districts and not to the Board of County Commissioners (Board).

More specifically, Commissioner Dennis C. Moss asked for assurances that processing checks made payable to Miami-Dade County would not create any unintended consequences to County records before this item is considered by the Board.

The Finance Department's Cash Management Division confirmed through the banking provider that the change as of a result of the resolution would have minimal impact on the County's deposits through its depository institution or any of its depository functions. The deposits for the County are received in one of three ways: Lockbox (mailed by customers); Cash Vault (delivered by armored courier); or branch deposits.

A deposit batch containing checks made payable to Miami-Dade County or one of its departments or agencies would be acceptable to deposit into the General Operating Account, and this appears to be the case today with checks that are made out in this fashion.

The Finance Department's recommendation is to include Miami-Dade County before the name of the department or districts. Having the name Miami-Dade County in addition to the Department name appear on the check would mitigate potential issues for deposits, assist in researching charge backs such as non-sufficient checks to the correct departments, and in identifying unclaimed checks from the State of Florida unclaimed funds website www.fltreasurehunt.org.

If you have any questions or concerns, please feel free to contact Deputy Mayor Edward Marquez at 305-375-1451.

c: R.A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Department Directors
Charles Anderson, Commission Auditor