

OUTSTANDING CHECKS

SUMMARY

This procedure explains how to monitor outstanding checks and replace checks that have been lost, stolen, or outdated.

PROCEDURE

Outstanding Stale Dated Checks:

1. The Bank Reconciliation Section will review the lists of outstanding checks bi-weekly and monthly for appropriateness/reasonableness and forward it on an intermittent basis to Accounts Payable and Payroll sections for review, research, required due diligence, and ultimate filing of unclaimed checks with the State of Florida and/or respective states' unclaimed property bureaus.
2. The listing of Accounts Payable's unclaimed property can be viewed by the departments on an ongoing basis on the intranet - unclaimed property website: <https://w85iap.miamidade.gov/UnClaimedChecks/login.do>
3. Departments need to contact payees in writing, via email, or via telephone to determine the reason why checks remain outstanding and encourage payees to cash their checks.
4. Departments need to communicate in writing to the Accounts Payable Section concerning status of the contact with the vendor about the validity of outstanding checks and provide an ultimate resolution such as:
 - a. Void/Stop outstanding Check
 - b. Re-issue Check
 - c. Remit outdated check amount to the State of Florida or other respective state.
5. Accounts Payable Section is responsible for filing information on unclaimed checks with the different States Departments in accordance with the Unclaimed Property law pertaining to each State.
6. The County's General Ledger is purged of all outstanding stale dated checks.
 - a. An electronic purge file is created; the balance of the unclaimed stale dated checks is transferred to the Unclaimed Checks Trust Fund. The purge creates a liability in the Unclaimed Checks Trust Fund.
 - b. Remittances to the State are made from the Trust Fund, reducing the liability.
 - c. Transactions reflecting transmission to State for unclaimed Accounts Payable check funds is posted in FAMIS (FAML 6870) with Trans. Code 769.

Checks Lost or Stolen - Vendors and other Payees

1. Contact Finance Department, Account Payable Section, with the following information to request stop payment after ten (10) business days from the check issuance date:
 - a. Payee's name
 - b. Check number and amount
 - c. Check date
 - d. Reason for the request
2. The vendor completes and returns the original Vendor Lost/Stale Dated Replacement Affidavit provided by the Accounts Payable Section, Finance Department. The form is available on the intranet at: <http://intra.miamidade.gov/finance/library/forms/affidavit-check-replacement.pdf>
3. The Accounts Payable Section verifies that the check is valid, was not returned, is still outstanding and attaches a copy of the "non-negotiable check" to the Vendor Lost/Stale Dated Replacement Affidavit (the "package") for GOA checks or a print out of the check status from the Special Services web site.
4. The package, including a Stop Payment request memo, is scanned via SharePoint and submitted to the Bank Reconciliation Section to place the stop payment with the bank.
5. Upon confirmation of the stop payment by the bank, the Accounts Payable Section will cancel the original check and issue a replacement check.

Checks Lost or Stolen - Payroll

1. Employee should notify the Department Personnel Representative (DPR). The DPR contacts the Finance Department, Payroll Section, in writing, to request a stop payment order. The following information must be provided by the DPR:
 - a. Employee's Name
 - b. Employee's Identification Number
 - c. Check Number and Amount
 - d. Pay Period and Check Date
 - e. Department, Division, and Location Number (DDL)
2. The DPR completes a Lost Check Bond form which must be signed by the employee, notarized and forwarded to the Finance Department, Payroll Section.
3. Bank Reconciliation Section places stop payment with the bank subsequent to verification by the Payroll Section. Once stop payment is processed, the Payroll Section reissues check and releases it to the DPR or designee. The form is available on the intranet at: <http://intra.miamidade.gov/finance/payroll.asp>

Stale Dated Checks – Accounts Payable and Payroll

1. Deliver original check(s) at least six months old to the Accounts Payable or Payroll Section of the Finance Department.

2. Check(s) will be verified and reissued as appropriate.
3. Stale dated checks where due diligence efforts have been performed, in accordance with the Unclaimed Property law pertaining to each State, are submitted to the States in the same manner as Accounts Payable checks.

Cancellation of Checks – Accounts Payable and Payroll

1. Forward original vendor check with signatures removed to Finance Department, Accounts Payable Section, with written explanation for reason for cancellation.
2. Cancellation of payroll checks can only come from Human Resources (HR) – Payroll and Information Management (PIM) Division. Department is responsible for contacting HR-PIM directly.
3. Information will be verified and appropriate action will be taken as needed.

CONTACT(S):
Department/Division

Finance/Controller's Division/Bank Reconciliation, Accounts Payable, Payroll Unit Sections