

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Financial/Fiscal/Budget	CODE NUMBER: AC-3-3
TITLE: Handling of Unclaimed and Uncashed County Warrants	ADOPTED: 09/21/89
	AMENDED: 09/21/94; 08/09/05
	ORIGINATING DEPARTMENT: Clerk of Circuit Court/Finance Department

PURPOSE/SCOPE:

To authorize the Clerk of Circuit Court, Finance Department (Finance), to dispose of unclaimed and uncashed County Warrants.

POLICY/PROCEDURE:

County Warrants which remain unclaimed, uncashed for a period of six month are to be treated as “**voided**” checks.

Banks are to be notified in writing, and on the face of all checks that **any warrant** which carries an issuance date *greater* than six months are invalid and are not to be honored for payment(s).

Funds resulting from such “voided” checks shall remain with the county as provide in Chapter 717, Florida Statues, and shall be promptly remitted to the State of Florida in compliance with the laws of Florida.

Finance is hereby directed to file such reports with the Department of Financial Services, State of Florida, Bureau of Unclaimed Property as may be prescribed by applicable Florida Statue.

Should a person, firm or entity make a claim against the County for the amount which has not previously been remitted by Finance to the State of Florida, then:

- a. Finance shall obtain an Affidavit of Certification from the person, firm, or entity making the claim which essentially sets forth the fact that payment has never been received. Said Affidavit shall be notarized.
- b. Finance shall make every reasonable effort to determine that payment has never been received by the person, firm, or entity requesting payment for goods or services. The Finance Director shall have authority to require such other reasonable supporting documentation as may be deemed necessary in order to adequately audit and ascertain the proprietary of the claim being made.
- c. Upon determining to its complete satisfaction that the claim is in order and appropriate for payment, Finance shall make the appropriate disbursement of the claim.