

CITY OF GREAT FALLS, MONTANA

AGENDA # 15

AGENDA REPORT

DATE September 7, 2004

ITEM Cancellation of Outstanding and Unpaid Checks

INITIATED BY Fiscal Services Department

ACTION REQUESTED Approve Cancellation of Outstanding, Unpaid Checks

PREPARED BY Cheryl Lucas, Staff Accountant

PRESENTED BY Coleen Balzarini, Fiscal Services Director

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RECOMMENDATION: Staff recommends that the City Commission approve cancellation of checks that remain outstanding and unpaid for the period of one (1) year or longer.

MOTION: I move the City Commission approve cancellation of City of Great Falls checks that remain outstanding and unpaid for a period of one (1) year or longer as authorized by section 7-6-4303 MCA.

SYNOPSIS: Section 7-6-4303, MCA, states the City Commission may cancel municipal checks that have remained outstanding and unpaid for a period of one (1) year or longer. Attached is the required list of the instruments to be canceled including the check number, date, amount and payee. A minimum of two (2) letters and affidavit forms for replacement checks have been mailed to the address on record and no response has been received to date. The list must be entered into the minutes of the City Commission proceedings.

Stale-Dated Check Listing
7-Sep-04

Check #	Date	Amount	Payee	Reason
153437	03/03/00	\$15.02	Ginny P McAtee	Payroll
176627	09/20/02	\$7.41	Jordan J Shine	Payroll
177853	11/20/02	\$4.63	Angie J Henneberg	Payroll
177889	11/20/02	\$19.40	Jeanette L Tibbetts	Payroll
177890	11/20/02	\$1.29	Robert C Tibbetts	Payroll
177824	11/20/02	\$2.89	Roberta A Monteaux	Payroll
177826	11/20/02	\$2.97	Samuel W Schmidt	Payroll
178222	12/05/02	\$12.81	Nikki L Brady	Payroll
181321	06/05/03	\$6.17	Micah J Seipel	Payroll
17458	12/19/01	\$24.00	John Skoglie	Fairgrounds refund
18011	05/09/02	\$100.00	Set Free Ministries	Fairgrounds refund
18560	09/05/02	\$100.00	Artesania San Pedro De Cajas	Fairgrounds refund
18649	10/01/02	\$100.00	Set Free Christian Fellowship	Fairgrounds refund
18956	09/11/03	\$100.00	Gyros of Montana	Fairgrounds refund
129101	07/17/02	\$5.00	Knotts, Kathryn	Key card refund
129438	07/24/02	\$8.25	Martin, Joseph J	Utility refund
130355	08/02/02	\$24.83	Gilbert, Lillian	Utility refund
131256	10/02/02	\$24.02	Sipes, Teena L	Utility refund
132579	11/20/02	\$30.38	Kovarik, David & Tracie	Utility refund
132966	12/11/02	\$5.00	Ryan Larson	Key card refund
133438	12/24/02	\$80.00	Vert, Kathleen M	Utility refund
133809	01/15/03	\$5.00	Clint Peters	Key card refund
134419	02/05/03	\$18.87	Faught, Marlene	Utility refund
134425	02/05/03	\$14.89	Via, Betty R	Utility refund
134823	02/19/03	\$3.21	HUD #311-142903	Utility refund
135353	03/12/03	\$5.00	Thomas Boland	Key card refund
136042	04/02/03	\$10.81	Payment, Thomas & Annette	Utility refund
136426	04/16/03	\$60.92	Gauthier, Anita	Utility refund
136427	04/16/03	\$130.88	Gauthier, Anita	Utility refund
136527	04/16/03	\$14.95	Ruth Winkle	Library refund
136885	04/30/03	\$77.16	Rouse, Kelly	Utility refund
137898	06/11/03	\$10.00	James W O'Rourke	Court appearance fees
TOTAL		\$1,025.76		