



Item: Cancellation of Outstanding and Unpaid Checks over a year old

From: Fiscal Services Department

Initiated By: Generally Accepted Accounting Principles

Presented By: Coleen Balzarini, Fiscal Services Director

Action Requested: Approve cancellation of outstanding and unpaid checks over a year old

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission approve the 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.”

2. Mayor calls for a second, discussion, inquiries from the public, and calls the vote.

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

Background: Section 7-6-4303, MCA, authorizes the City Commission to 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. All affidavits for replacement checks that have been returned to the City have had checks re-issued.

The list must be entered into the minutes of the City Commission proceedings.

During the Fiscal Year 2007 audit, it was recommended that outstanding checks be reviewed on a regular basis and any checks more than one year old be re-issued or voided as necessary.

Concurrences: Not Applicable

Fiscal Impact: The total amount of the checks that are written off (\$6,603.83) is placed in the General Fund miscellaneous revenue.

Alternatives: Doing nothing would have the City of Great Falls be in violation of the Fiscal Year 2007 audit recommendation.

Attachments/Exhibits: List of Checks to be cancelled **available at City Clerk's office.**