

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Ron Ahlers, Finance Director 

BY: Deborah Burdorf, Accountant 1

DATE: May 3, 2010 (City Council meeting of June 2, 2010)

SUBJECT: Consider Resolution Authorizing the Reversal of Stale Dated Checks More Than Three Years Old

BACKGROUND

The City currently issues accounts payable checks at least twice a month. In the normal course of business, some of those checks do not get cashed in a timely manner. Some checks are lost, never received, or not cashed by the payee for a variety of reasons. A City check is void if not cashed within six months. Once a check has gone past the six months, it is called "stale dated".

California Government Code Section 50050-50056 states that after three years, any check over \$15 which has not been cashed should be published in a newspaper of general circulation once a week for two successive weeks and 45-60 days should be allowed for the check to be retrieved. If not retrieved, the check can be voided and the money can be returned to the City.

DISCUSSION

At this time, there are thirteen stale dated checks more than three years old that remain on the City's books. The total amount of the thirteen checks is \$4,744.51. We request City Council authorization to publish these checks in the local newspaper, and if they are not claimed, void the checks and redeposit the money into the General Fund.

STAFF RECOMMENDATION

Adopt Resolution No. 2010-_____ voiding the stale dated checks noted in Exhibit "A" to the attached resolution.

Attachment:

Resolution No. 2010-_____

RESOLUTION NO. 2010 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF MOORPARK, CALIFORNIA AUTHORIZING
THE PUBLISHING, VOIDING, AND DEPOSITING OF
THE STALE DATED CHECKS MORE THAN THREE
YEARS OLD

WHEREAS, a staff report has been presented to the City Council requesting to publish a list of stale dated checks more than three years old, void the checks that after 45-60 days remain unclaimed, and deposit the funds into the general fund.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That a listing of thirteen stale dated checks, as more particularly described in Exhibit "A", is hereby approved.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 2nd day of June, 2010.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

Attachment: Exhibit 'A': Stale Dated Checks

Listing of Stale Dated Checks More Than Three Years Old

<u>Check Number</u>	<u>Date</u>	<u>Amount</u>
122673	4/26/06	\$ 250.00
123129	6/14/06	\$ 40.00
123185	6/28/06	\$ 40.00
123212	6/28/06	\$ 50.96
124500	10/25/06	\$ 40.00
124747	11/29/06	\$ 823.00
124761	11/29/06	\$ 50.00
124769	11/29/06	\$1,210.00
124783	11/29/06	\$1,369.70
124894	12/13/06	\$ 500.00
125380	1/31/07	\$ 220.85
126364	5/09/07	\$ 50.00
126455	5/09/07	<u>\$ 100.00</u>
Total		\$4,744.51