



Agenda # 11  
Commission Meeting Date: *July 1, 2014*

**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

---

**Item:** Cancellation of Outstanding and Unpaid Checks over a year old  
**From:** Fiscal Services Department  
**Initiated By:** Generally Accepted Accounting Principles  
**Presented By:** Melissa Kinzler, 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/Deny) 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, public comment, 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 cancelled including the check number, date, amount, and payee. Fiscal Services Department sends out two separate letters with affidavits to the address on record for the payee. If no response is received, a request to cancel the checks is sent to the City Commission. If a payee comes forward anytime after the checks are cancelled Fiscal Services will generate a replacement check. The cancellation of outstanding checks is done at least on an annual basis. The last time the City Commission approved cancellation of checks issued by the Fiscal Services Department was January 7, 2014.

**Fiscal Impact:** The total amount of the checks that are written off (\$786.08) is placed in the General Fund miscellaneous revenue.

**Attachments/Exhibits:** List of Checks to be cancelled is available in the City Clerk’s Office.