



**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Cancellation of Outstanding and Unpaid Checks over one (1) year old issued by City of Great Falls Municipal Court

From: Municipal Court

Initiated By: Generally Accepted Accounting Principles

Presented By: Jo Griner, Court Supervisor

Action Requested: Approve cancellation of outstanding and unpaid checks over one (1) year old issued by City of Great Falls Municipal Court

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 and authorize redistribution to the General Fund and the Municipal Court Unclaimed Restitution Fund.”

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 any time after the checks are cancelled, Fiscal Services will generate a replacement check. All affidavits for replacement checks that have been returned to the City have had checks re-issued. The last time the City Commission approved cancellation of checks issued by the Great Falls Municipal Court Department was July 2, 2014.

Fiscal Impact: The total amount of the checks that are written off (\$3,699) is placed in the General Fund miscellaneous revenue and/or the Municipal Court Unclaimed Restitution Fund.

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