

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Write-off stale checks

Department	Treasurer	Presented By:	Treasurer
Date of Meeting:	April 5, 2022	Action Needed:	Vote to Approve
Disclosure:	Open Session	Authority:	
Date submitted:	April 4, 2022	Referred by:	

Recommendation and/or action language:

Vote to approve cancelling of stale checks that have been outstanding for more than one year as of January 1, 2022, i.e.: checks dated January 1, 2020 – December 31, 2020.

Background:

On an annual basis, the County cancels checks that have been outstanding for more than one year; which are now checks cut in Calendar Year 2020, in the total amount of \$57.75.

Attachments and References:

Attached: Check List	

Financial Review:

(please check one)

	In adopted budget	Fund Number	
X	Apportionment needed	Requested Fund Number	
	No financial impact		

Approval:

Review:

Jeffrey Even

Department Head

Administrator, or Elected Office (if applicable)

April 4, 2022

The following are checks that were issued in Calendar Year 2020, and remain outstanding at the Richland County Bank as of the date of submission.

Check Number	Date	Payee	Department	Amount
12209	04/08/2020	Layer, Wendy	County Fair	1.00
14190	08/21/2020	Powell, Rebecca	County Fair	41.00
15053	11/03/2020	Lettman, Garrett	Treas. - Tax Refund	3.67
15967	12/30/2020	Matos, Ericka	Treas. – Tax Refund	12.08
Total				\$57.75

Jeffrey Even
Treasurer | County of Richland