

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: Sept 18, 2014

SUBJECT: **2014 Reporting of Abandoned Property to the WA State Department of Revenue Unclaimed Property Section**

ISSUE

Annual write-off of outstanding and unredeemed accounts payable claims and payroll checks.

BACKGROUND

Each year, the TPMPD holds abandoned or unclaimed property that is owed either to individuals or business vendors that must be reported by November 1st to the Washington State Department of Revenue Unclaimed Property Section. All local governments are required to report all unclaimed property except unclaimed restitution. Normal restitution is submitted to the County Treasurer each month for the Crime Victims Fund. Unclaimed restitution is then reported each year by the County Treasurer to the State Treasurer.

DISCUSSION

The annual proposed resolution totaling \$151.37 reflects amounts deemed as abandoned or unclaimed property. For the 2014 unclaimed property report year, reporting of abandoned Accounts Payable claims checks total \$68.50; and reporting of Payroll checks total \$82.87.

To the extent possible, those individual property owners with unclaimed accounts payable claims and payroll checks have been notified by the City through the “good faith” effort of being served due diligence letters. These individual property owners have either not responded to the due diligence notifications and/or cannot be located in order to claim their property.

RECOMMENDATION

The Board of Commissioners is being asked to approve the Resolution declaring the cancellation of unclaimed accounts payable and payroll checks and consider these items on the Consent Agenda at the September 24, 2014 Regular Meeting.

ATTACHMENTS

- Proposed Draft Resolution
- 2014 Unclaimed Property Summary Detail Report

TUKWILA POOL METROPOLITAN PARK DISTRICT

Resolution No: _____

A RESOLUTION OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT, AUTHORIZING THE CANCELLATION OF OUTSTANDING CLAIMS AND PAYROLL CHECKS.

WHEREAS, the State of Washington, Department of Revenue Unclaimed Property Section, for the reporting on year 2014, requires a one-year dormancy period for outstanding claims and payroll checks issued from the General Government Fund and;

WHEREAS, the City of Tukwila, on behalf of Tukwila Pool Metropolitan Park District has made all reasonable attempts to resolve the outstanding, unredeemed General Fund claims; and

WHEREAS, the Board of Commissioners of the Tukwila Pool Metropolitan Park District wishes to cancel all outstanding, unclaimed General Fund claims, payroll checks issued prior to July 1, 2013;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

The Board of Commissioners authorizes the cancellation of General Fund and payroll checks as detailed on the 2014 Unclaimed Property Summary Detail Report.

PASSED BY THE BOARD OF COMMISSIONERS, at a Regular Meeting thereof this _____ day of _____, 2014.

ATTEST/AUTHENTICATED:

Jennafer Price Cargill, Executive Director

De'Sean Quinn, Board President

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____

Passed by the Board: _____

Resolution Number: _____

Brian Snure, TPMPD Attorney

Attachment A: 2014 Unclaimed Property Summary Detail Report

2014 Unclaimed Property Summary Detail Report

Outstanding Check Listing 7/1/2012 - 6/30/2013

Check #	Check Date	Vendor	Vendor Invoice	Inv Date	Amount	Letter/Affidavit Sent	Letter Ret a w No Forwarding	Letter Ret a w New Address, re-sent
361309	08/20/2012	HARVEY WILLIAMS	014359 678241	07/30/2012	58.50	05/01/14		
363332	05/06/2013	MATHANGI SOMANADHAN	014908 716589	04/17/2013	10.00	06/10/14		
526478	41172	ALLEN, BRIAN	9/1-9/15/12	09/20/2012	82.87	04/25/14		
					\$ 151.37			