



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	October 9, 2025
Originating Department	Finance Department
Contact Person	Lindsey Vaughn, Finance Director
Title	Resolution 25-2032 Canceling Certain Checks

Legislative History

- First Presentation October 9, 2025 Regular Meeting
-

Attachments:

1. Resolution Number 25-2032
-

Executive Summary

Resolution Number 25-2032 proposes canceling unclaimed checks and transferring the associated funds to the State under the Uniform Unclaimed Property Act.

Background

State law allows for the nullification of checks that remain unpresented for payment a year after they have been issued. The City's Finance Department issued a "lost check affidavit" letter to each payee, providing an option to request a reissue if their check was lost or misplaced. However, since we haven't received any response from the payees, we recommend the cancellation of these checks.

All funds from these canceled checks will be forwarded to the State of Washington as outlined in Chapter 63.29 RCW, or the "Uniform Unclaimed Property Act," once they are considered abandoned. Unclaimed property funds need to be submitted to Washington State Department of Revenue annually by October 31st.

Fiscal & Policy Implications

Transferring the unclaimed funds to the state alleviates the city from holding onto the money, eliminating the need to wait indefinitely for potential claimants. There are 12 checks with a total value of \$570.50.

Alternatives

<i>Options</i>	<i>Results</i>
• Approve the resolution	The checks would be canceled and the unclaimed money would be sent to the state
• Not approve the resolution	The unclaimed money would need to be tracked by the city in order to fulfill claims if someone were to claim it.

Staff Recommendation

Approve the Resolution.