



INFORMATIONAL MEMORANDUM

TO: Finance & Governance Committee

FROM: Tony Cullerton, Interim Finance Director

BY: Cindy Wilkins, Fiscal Specialist

CC: Mayor McLeod

DATE: September 23, 2024

SUBJECT: 2024 Reporting of Unclaimed Property to the Washington State Department of Revenue

ISSUE

Annual reporting of outstanding and unredeemed accounts payable claims.

BACKGROUND

Each year by November 1st, the City of Tukwila reports abandoned or unclaimed property that is owed either to individuals or business vendors to the Washington State Department of Revenue Unclaimed Property Section and removes these items from the accounting records. All local governments are required to report unclaimed property except unclaimed restitution. Normal restitution is then reported each year by the County Treasurer to the State Treasurer.

Current Finance Department policy dictates that all abandoned or unclaimed property be reported annually to the Washington State Department of Revenue Unclaimed Property Section through the Council approved resolution process.

DISCUSSION

For the 2024 unclaimed property report year, reporting of abandoned or unclaimed property totals \$162.49 comprised of General Fund Accounts Payable Claims checks.

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

RECOMMENDATION

The Council is being asked to approve the Resolution declaring the cancellation of unclaimed General Fund accounts payable claims and consider this item on the Consent Agenda at the October 7, 2024 Regular Council Meeting.

ATTACHMENTS

Proposed Draft Resolution
Attachment A - 2024 Unclaimed Property Summary Report

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TUKWILA, WASHINGTON, AUTHORIZING THE
CANCELLATION OF OUTSTANDING GENERAL FUND
CLAIMS CHECKS.**

WHEREAS, the State of Washington, Department of Revenue Unclaimed Property Section, for the reporting on year 2023, requires a one-year dormancy period for outstanding claims and payroll checks issued from the General Government Fund and a two-year dormancy period for Municipal Court checks; and

WHEREAS, the City of Tukwila Finance Department has made all reasonable attempts to resolve the outstanding, unredeemed General Fund claims; and

WHEREAS, the City Council of the City of Tukwila wishes to cancel all outstanding, unclaimed General Fund claims checks issued prior to July 1, 2023;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

The Tukwila City Council authorizes the cancellation of General Fund checks as detailed on Attachment A, the 2024 Unclaimed Property Summary Detail Report.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this _____ day of _____, 2024.

ATTEST/AUTHENTICATED:

Andy Youn, City Clerk

Mohamed Abdi, Council President

APPROVED AS TO FORM BY:

Office of the City Attorney

Filed with the City Clerk: _____

Passed by the City Council: _____

Resolution Number: _____

Attachment A: 2024 Unclaimed Property Summary Report (7/1/2022 – 6/30/2023)

DRAFT

Attachment A-2024 Unclaimed Property Summary Report - Reporting Period 7/1/2022 - 6/30/2023

Accounts Payable

Check Number	Issue Date	Payee ID	Payee Name	Invoice	Description	Dept	GL Account	JL Account	Check Amount
00401060	07/15/2022	V030139	ASHLEE L SKELTON	06292022	Witness Invoice 06/29/22	CRT	MC009100-549011	31000901-00000000	10.00
00401093	07/29/2022	V030165	ROYA AMAN	071822	7/18 REF DEPOSIT	TCC	000-213100		20.00
00401402	09/09/2022	V030218	VINCENT BROWN	083122	Witness Invoice 08/31/22	CRT	MC009100-549011		10.00
00401561	10/06/2022	V030232	MIRIAM E HERSHBERG	09282022	Witness Invoice 09/28/2022	CRT	MC009100-549011		10.00
00401585	10/06/2022	V030231	MORGAN E WILLIAMS	09282022	Witness Invoice 9/28/22	CRT	MC009100-549011		10.00
00401665	10/28/2022	V030258	MYRTLE F ANDERSON	10272022	Witness Invoice	CRT	MC009100-549011		10.00
00401680	10/28/2022	V030256	IRYNA IVCHENKO	10272022	Witness Invoice	CRT	MC009100-549011		10.00
00401976	12/09/2022	V030290	SA'NAYA M MCAFEE	11302022	Witness Invoice 1 11/30/2022	CRT	MC009100-549011		10.00
00402104	12/27/2022	V030312	JAKARA HARRISON	12142022	Witness Invoice 1	CRT	MC009100-549011		10.00
00402126	12/27/2022	V030313	ANNA E SEAMAN	12142022	Witness Invoice 2	CRT	MC009100-549011		10.00
00402401	01/27/2023	V030340	FRED MCAFEE	011923	Refund SWM O/P-McAfee	PW	640-237000		7.49
00402832	03/31/2023	V030439	MARICELA SOTO	03292023	Witness Invoice	CRT	MC009100-549011		10.00
00402920	04/14/2023	V030451	HODO MOHAMUD	040423	Refund for Kung Fu-Apr	TCC	000-213100		25.00
00403077	05/05/2023	V030472	SHANNON RENEA TRAXLER	04262023	Witness Invoice	CRT	MC009100-549011		10.00
AP TOTAL:									\$ 162.49

PAYROLL

Check Number	Issue Date	Payee Name	Pay Period Date	Dept	Check Amount
		<i>none to report for 2022/2023 period</i>			
PAYROLL TOTAL:					0.00

COURT

Case #	Date	Payee Name	Description	Check Amount
		2 restitution cases, see below*		
COURT TOTAL:				0.00

TOTAL UNCLAIMED PROPERTY:			\$ 162.49
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* Court restitution does not get reported to the State. Restitution is reported to the State by the County Treasurer's Office each year.