

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 60  
 Statement #: Schedule of Payments 02/19

Pay Period	
From:	01.01.19
To:	31.01.19

Name: Doriette Farrugia  
Executive Secretary

Department: Hal Balzan Local Council  
 Executive Secretary: Doriette Farrugia

DATE	DESCRIPTION	Postage	Printing	Fuel / Mileage	Phone	Stationery	Ironmongery	Other	TOTAL
09/01/19	001 - Puncher & Ironmongery items					5.15	12.00		17.15
16/01/19	002 - Paint, Tea, Coffee, Milk & Toiletries						4.70	26.88	31.58
17/01/19	003 - A3 coloured photocopies		1.60						1.60
23/01/19	004 - Registered mail, stamps & coffee	26.06						4.81	30.87
29/01/19	005 - Milk, Coffee & Kitchen roll							14.96	14.96
31/01/19	006 - Stationery					27.89			27.89
									-
									-
									-
									-
<b>Total Expenses for the month</b>		26.06	1.60	0.00	0.00	33.04	16.70	46.65	<b>€124.05</b>

Petty Cash Float € 250.00  
 Closing Balance € 125.95

**TOTAL REIMBURSEMENT €124.05**

**\* Don't forget to attach receipts \***

**SIGNED**

Not. Ian Spiteri  
 Mayor

**SIGNED**

Doriette Farrugia  
 Executive Secretary

**SIGNED**

Authorized By: Executive Secretary Date

05/02/2019

**SIGNED**

Joe Galea  
 Proposer

**SIGNED**

Daniel Muscat Caruana  
 Secunder