

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 56  
 Statement #: Schedule of Payments 11/18

Pay Period	
From:	01.10.18
To:	31.10.18

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
02/10/18	066 - Milk							7.14	7.14
08/10/18	067 - Light bulb & cutting of key						2.30		2.30
16/10/18	068 - Cement & Sand						7.00		7.00
18/10/18	069 - Cement, padlock & milk						6.50	7.14	13.64
22/10/18	070 - Plastic culvert						12.00		12.00
25/10/18	071 - Water							0.80	0.80
30/10/18	072 - Paint rollers & acid spirit						6.50		6.50
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									-
									-
<b>Total Expenses for the month</b>		0.00	0.00	0.00	0.00	0.00	34.30	15.08	<b>€49.38</b>

Petty Cash Float € 250.00  
 Closing Balance € 200.62

**TOTAL REIMBURSEMENT €49.38**

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

**SIGNED**

Not. Ian Spiteri  
 Mayor

**SIGNED**

Doriette Farrugia  
 Executive Secretary

**SIGNED**

Daniel Muscat Caruana  
 Proposer

**SIGNED**

Joe Galea  
 Secunder

**SIGNED**

Authorized By: Executive Secretary Date

01/11/2018