

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 7  
 Statement #: Schedule of Payments 11/19

Pay Period	
From:	01.10.19
To:	31.10.19

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
02/10/19	061 - Milk, Floor washing liquid & brass							14.20	14.20
04/10/19	062 - Fuel for van			30.00					30.00
08/10/19	063 - Parking fee & PC mouse					4.95		3.00	7.95
10/10/19	064 - Stamps	19.88							19.88
18/10/19	065 - Super glue & Bleach						2.50	4.25	6.75
24/10/19	066 - Water bottle							1.00	1.00
28/10/19	067 - Fuel for van			30.00					30.00
30/10/19	068 - Cement						2.00		2.00
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									-
<b>Total Expenses for the month</b>		19.88	0.00	60.00	0.00	4.95	4.50	22.45	<b>€111.78</b>

Petty Cash Float € 250.00  
 Closing Balance € 138.22

**TOTAL REIMBURSEMENT €111.78**

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

**SIGNED**

Not. Ian Spiteri  
 Mayor

**SIGNED**

Doriette Farrugia  
 Executive Secretary

**SIGNED**

Dr Angelo Micallef  
 Proposer

**SIGNED**

Dr Oliver Nicholas De Gaetano  
 Secunder

**SIGNED**

Authorized By: Executive Secretary Date

04/11/2019