

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 57  
 Statement #: Schedule of Payments 12/18

Pay Period	
From:	01.11.18
To:	30.11.18

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
01/11/18	073 - Milk							7.74	7.74
05/11/18	074 - Sand						4.50		4.50
06/11/18	075 - Paper Puncher					5.10			5.10
07/11/18	076 - Electoral Register							1.98	1.98
13/11/18	077 - Cement & Sand						11.00		11.00
19/11/18	078 - Ironmongery Items						7.20		7.20
20/11/18	079 - Registered mail & stamps	21.34	1.80						23.14
21/11/18	080 - Water bottles & tea bags							7.26	7.26
28/11/18	081 - 3-pin plug & hand washing liquid					2.00		2.99	4.99
29/11/18	082 - Nylon line + 083 - Pipe						8.40		8.40
<b>Total Expenses for the month</b>		<b>21.34</b>	<b>1.80</b>	<b>0.00</b>	<b>0.00</b>	<b>7.10</b>	<b>31.10</b>	<b>19.97</b>	<b>€81.31</b>

Petty Cash Float € 250.00  
 Closing Balance € 168.69

**TOTAL REIMBURSEMENT €81.31**

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

**SIGNED**

Not. Ian Spiteri  
 Mayor

**SIGNED**

Doriette Farrugia  
 Executive Secretary

**SIGNED**

Authorized By: Executive Secretary Date

03/12/2018

**SIGNED**

Andre` Grech  
 Proposer

**SIGNED**

Joe Galea  
 Seconder