

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 58
 Statement #: Schedule of Payments 01/19

Pay Period	
From:	01.12.18
To:	31.12.18

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
04/12/18	084 - Bolts						2.00		2.00
05/12/18	085 -Tea bags, milk & floor washing liqu							12.59	12.59
10/12/18	086 - Ironmongery items						7.88		7.88
12/12/18	087 - Fuel for generator & newspapers			5.00				2.00	7.00
									-
									-
									-
									-
									-
									-
Total Expenses for the month		0.00	0.00	5.00	0.00	0.00	9.88	14.59	€29.47

Petty Cash Float € 250.00
 Closing Balance € 220.53

TOTAL REIMBURSEMENT €29.47

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

SIGNED

 Not. Ian Spiteri
 Mayor

SIGNED

 Doriette Farrugia
 Executive Secretary

SIGNED

 Andre` Grech
 Proposer

SIGNED

 Joe Galea
 Seconder

SIGNED _____ 03/01/2019
 Authorized By: Executive Secretary Date