

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 61
 Statement #: Schedule of Payments 03/19

Pay Period	
From:	01.02.19
To:	28.02.19

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
07/02/19	007 - Coffee							9.62	9.62
07/02/19	008 - Blue Cardigan (Uniform)							19.95	19.95
11/02/19	009 - Road works night light						18.95		18.95
13/02/19	010 - Sand						7.50		7.50
14/02/19	011 - Floor washing liquid & rubber					0.70		3.35	4.05
16/02/19	012 - Ferry to Gozo							31.40	31.40
21/02/19	013 - Water							0.80	0.80
26/02/19	014 - Tea, Coffee, Sugar & Milk							20.76	20.76
27/02/19	015 - Road Works Permit Fee (TM)							10.00	10.00
									-
Total Expenses for the month		0.00	0.00	0.00	0.00	0.70	26.45	95.88	€123.03

Petty Cash Float € 250.00
 Closing Balance € 126.97

TOTAL REIMBURSEMENT €123.03

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

SIGNED

Not. Ian Spiteri
 Mayor

SIGNED

Doriette Farrugia
 Executive Secretary

SIGNED

Authorized By: Executive Secretary Date

04/03/2019

SIGNED

Joe Galea
 Proposer

SIGNED

Andre' Grech
 Seconder