

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 62  
 Statement #: Schedule of Payments 04/19

Pay Period	
From:	01.03.19
To:	31.03.19

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
07/03/19	016 - Ironmongery Items & Newspaper						16.00	1.00	17.00
08/03/19	017 - Handwash & Newspapers							4.60	4.60
11/03/19	018 - Newspapers							2.00	2.00
11/03/19	018 - Coffee, milk & toiletries							26.46	26.46
12/03/19	019 - Visible tape						5.00		5.00
15/03/19	020 - Toilet paper							5.16	5.16
27/03/19	021 - Padlocks						5.40		5.40
28/03/19	022 - Coffee & Elastoplast							13.37	13.37
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<b>Total Expenses for the month</b>		0.00	0.00	0.00	0.00	0.00	26.40	52.59	<b>€78.99</b>

Petty Cash Float € 250.00  
 Closing Balance € 171.01

**TOTAL REIMBURSEMENT €78.99**

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

**SIGNED**

Not. Ian Spiteri  
 Mayor

**SIGNED**

Doriette Farrugia  
 Executive Secretary

**SIGNED**

Authorized By: Executive Secretary Date

08/04/2019

**SIGNED**

Desmond Zammit Marmara  
 Proposer

**SIGNED**

[Name and Surname]  
 Joe Galea