

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 63
 Statement #: Schedule of Payments 05/19

Pay Period	
From:	01.04.19
To:	30.04.19

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
01/04/19	023 - Floor washing liquid & Stamps	19.76						3.45	23.21
02/04/19	024 - Padlock						4.00		4.00
05/04/19	025 - Teabags & milk							5.65	5.65
16/04/19	026 - Parking fee - Court case							3.00	3.00
18/04/19	027 - Coffee							9.62	9.62
26/06/19	028 - Electoral Register							1.98	1.98
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									-
									-
									-
Total Expenses for the month		19.76	0.00	0.00	0.00	0.00	4.00	23.70	€47.46

Petty Cash Float € 250.00
 Closing Balance € 202.54

TOTAL REIMBURSEMENT €47.46

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

SIGNED

Not. Ian Spiteri
 Mayor

SIGNED

Doriette Farrugia
 Executive Secretary

SIGNED

Authorized By: Executive Secretary Date

06/05/2019

SIGNED

Andre' Grech
 Proposer

SIGNED

Joe Galea
 Secunder