

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 64
 Statement #: Schedule of Payments 06/19

Pay Period	
From:	01.05.19
To:	31.05.19

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
06/05/19	029 - Toiletries, sugar & milk							23.96	23.96
07/05/19	030 - Blu tack					3.00			3.00
10/05/19	031 - Toiletries							10.65	10.65
17/05/19	032 - Coffee & tea bags							13.11	13.11
28/05/19	033 - A4 paper					7.50			7.50
29/05/19	034 - Stamps, coffee & water	20.02						11.22	31.24
30/05/19	035 - Stamps	2.50							2.50
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									-
									-
Total Expenses for the month		22.52	0.00	0.00	0.00	10.50	0.00	58.94	€91.96

Petty Cash Float € 250.00
 Closing Balance € 158.04

TOTAL REIMBURSEMENT €91.96

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

SIGNED

Not. Ian Spiteri
 Mayor

SIGNED

Doriette Farrugia
 Executive Secretary

SIGNED

Authorized By: Executive Secretary Date

03/06/2019

SIGNED

Daniel Muscat Caruana
 Proposer

SIGNED

Joe Galea
 Secunder