

# Petty Cash Report

Purpose: Approval by Council - Council Meeting NO. 51  
 Statement #: Schedule of Payments NO 7/18

Pay Period	
From:	01.06.18
To:	30.06.18

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
05/06/18	037 - Plaster						6.00		6.00
12/06/18	038 - Electoral Register							1.80	1.80
15/06/18	039 - Registered mail	1.16							1.16
18/06/18	040 - Registered mail	1.16							1.16
22/06/18	041 - Water bottles							1.70	1.70
26/06/18	042 - Stamps	19.76							19.76
26/06/18	043 - Water bottles							1.70	1.70
									-
									-
									-
		22.08	0.00	0.00	0.00	0.00	6.00	5.20	

SUBTOTAL € 33.28

ADVANCES

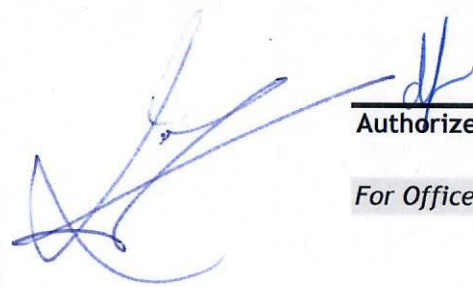
TOTAL REIMBURSEMENT € 33.28

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

Note: Mileage reimbursement for personal car = \$0.XX/mile

Itemized Expenses or Description for "Other"

DATE	DESCRIPTION	Amount



Authorized By [Signature] Date 03/07/18

For Office Use Only



**Hal Balzan  
Local Council**