

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 2
 Statement #: Schedule of Payments 07/19

Pay Period	
From:	01.06.19
To:	30.06.19

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
03/06/19	036 - Long life milk							7.50	7.50
06/06/19	037 - Parking fee - Collection of plaque							2.50	2.50
10/06/19	038 - Stapler					5.95			5.95
11/06/19	039 - A4 plastic envelopes					3.00			3.00
14/06/19	040 - A3 coloured photocopy		0.60						0.60
19/06/19	041 - Black paint & light bulb						16.00		16.00
20/06/19	042 - Fuel & Registered mail	2.48		5.00					7.48
21/06/19	043 - Toiletries & long life milk							43.75	43.75
27/06/19	044 - Coffee							4.81	4.81
28/06/19	045 - Water bottles							1.87	1.87
Total Expenses for the month		2.48	0.60	5.00	0.00	8.95	16.00	60.43	€93.46

Petty Cash Float € 250.00
 Closing Balance € 156.54

TOTAL REIMBURSEMENT €93.46

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

SIGNED

Not. Ian Spiteri
 Mayor

SIGNED

Doriette Farrugia
 Executive Secretary

SIGNED

Authorized By: Executive Secretary Date

03/07/2019

SIGNED

Dr Angelo Micallef
 Proposer

SIGNED

Dr Oliver Nicholas De Gaetano
 Secunder