

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 52
 Statement #: Schedule of Payments 8/18

Pay Period	
From:	01.07.18
To:	31.07.18

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	
03/07/18	044 - PC mouse							5.00	5.00	
04/07/18	045 - Padlock						2.30		2.30	
11/07/18	046 - Compost							21.00	21.00	
14/07/18	047 - Plants							46.00	46.00	
16/07/18	048 - Plants							46.00	46.00	
18/07/18	049 - Sack of sand						3.00		3.00	
31/07/18	050 - Cement						4.00		4.00	
									-	
									-	
									-	
Total Expenses for the month		0.00	0.00	0.00	0.00	0.00	9.30	118.00	€127.30	
									Petty Cash Float	€ 250.00
									Closing Balance	€ 122.70
									TOTAL REIMBURSEMENT	€127.30

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

TOTAL REIMBURSEMENT €127.30

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

SIGNED

Andre` Grech
 Deputy Mayor

f/Not. Ian Spiteri
 Mayor

SIGNED

Authorized By: Executive Secretary Date

03/08/2018

SIGNED

Doriette Farrugia
 Executive Secretary