

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 4
 Statement #: Schedule of Payments 08/19

Pay Period	
From:	01.07.19
To:	31.07.19

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
03/07/19	046 - Soft drinks & biscuits							15.20	15.20
04/07/19	047 - Registered mail	2.48							2.48
10/07/19	048 - Light fittings for Public Convenien						5.20		5.20
15/07/19	049 - Printing of Photo - Hatra		6.50						6.50
19/07/19	050 - Printing of Councillors' Group Pho		10.00						10.00
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									-
Total Expenses for the month		2.48	16.50	0.00	0.00	0.00	5.20	15.20	€39.38

Petty Cash Float € 250.00
 Closing Balance € 210.62

TOTAL REIMBURSEMENT €39.38

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

SIGNED

Not. Ian Spiteri
 Mayor

SIGNED

Doriette Farrugia
 Executive Secretary

SIGNED

Authorized By: Executive Secretary Date

02/08/2019

SIGNED

Dr Angelo Micallef
 Proposer

SIGNED

Dr Oliver Nicholas De Gaetano
 Secunder