

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 53  
 Statement #: Schedule of Payments 9/18

Pay Period	
From:	01.08.18
To:	31.08.18

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	
16/08/18	051 - Ironmongery items						25.97		25.97	
23/08/18	052 - Sand & Cement						9.15		9.15	
24/08/18	053 - Padlocks						7.00		7.00	
27/08/18	054 - Paint, sand paper & paint brushes						39.00		39.00	
29/08/18	055 - Ironmongery face masks						5.40		5.40	
30/08/18	056 - Paint						24.10		24.10	
31/08/18	057 - Batteries & Biros					8.06			8.06	
									-	
									-	
									-	
<b>Total Expenses for the month</b>		0.00	0.00	0.00	0.00	8.06	110.62	0.00	<b>€118.68</b>	
									Petty Cash Float	€ 250.00
									Closing Balance	€ 131.32
									<b>TOTAL REIMBURSEMENT</b>	<b>€118.68</b>

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

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

**SIGNED** 03/09/2018  
 Authorized By: Executive Secretary Date

**SIGNED**  
Not. Ian Spiteri  
 Mayor

**SIGNED**  
Doriette Farrugia  
 Executive Secretary