

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 5  
 Statement #: Schedule of Payments 09/19

Pay Period	
From:	01.08.19
To:	31.08.19

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
09/08/19	051 - Registered mail & Ironmongery ite	2.28					1.36		3.64
12/08/19	052 - Dolce Gusto capsules							36.19	36.19
19/08/19	053 - Stamps & Long-life milk	19.88						8.10	27.98
23/03/19	054 - Registered mail	2.28							2.28
29/08/19	055 - Ironmongery Items & fuel for van			30.00			17.00		47.00
									-
									-
									-
									-
									-
<b>Total Expenses for the month</b>		<b>24.44</b>	<b>0.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18.36</b>	<b>44.29</b>	<b>€117.09</b>

Petty Cash Float € 250.00  
 Closing Balance € 132.91

**TOTAL REIMBURSEMENT €117.09**

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

**SIGNED**

Not. Ian Spiteri  
 Mayor

**SIGNED**

Doriette Farrugia  
 Executive Secretary

**SIGNED**

Dr Angelo Micallef  
 Proposer

**SIGNED**

Dr Oliver Nicholas De Gaetano  
 Seconder

**SIGNED**

Authorized By: Executive Secretary Date

02/09/2019