

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 54
 Statement #: Schedule of Payments 10/18

Pay Period	
From:	01.09.18
To:	30.09.18

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
03/09/18	058 - Paint						16.40		16.40
04/09/18	059 - Paint, varnish & sand paper						40.10		40.10
07/09/18	060 - Invites for Jum Hal Balzan							25.00	25.00
11/09/18	061 - Paint & milk						28.80	2.38	31.18
12/09/18	062 - Padlock						3.00		3.00
18/09/18	063 - Milk, Stamps, tape & sticker	20.02					4.50	7.14	31.66
26/09/18	064 - Pens					2.20			2.20
27/09/18	065 - Various ironmongery items						6.40		6.40
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Total Expenses for the month		20.02	0.00	0.00	0.00	2.20	99.20	34.52	€155.94

Petty Cash Float € 250.00
 Closing Balance € 94.06

TOTAL REIMBURSEMENT €155.94

** Don't forget to attach receipts **

SIGNED

Not. Ian Spiteri
 Mayor

SIGNED

Doriette Farrugia
 Executive Secretary

SIGNED

Authorized By: Executive Secretary

01/10/2018

Date

SIGNED

Andre` Grech
 Proposer

SIGNED

Daniel Muscat Caruana
 Secunder