

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 5  
 Statement #: Schedule of Payments 9/19

Pay Period	
From:	01.09.19
To:	30.09.19

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
02/09/19	056 - Stamps	1.18							1.18
03/09/19	057 - Registered mail	2.28							2.28
13/09/19	058 - Toiletries							5.62	5.62
16/09/19	059 - Fuel for van & generator			35.00					35.00
19/09/19	060 - Ironmongery items						23.66		23.66
									-
									-
									-
									-
									-
<b>Total Expenses for the month</b>		<b>3.46</b>	<b>0.00</b>	<b>35.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.66</b>	<b>5.62</b>	<b>€67.74</b>

Petty Cash Float € 250.00  
 Closing Balance € 182.26

**TOTAL REIMBURSEMENT €67.74**

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

**SIGNED**

Not. Ian Spiteri  
 Mayor

**SIGNED**

Doriette Farrugia  
 Executive Secretary

**SIGNED**

Authorized By: Executive Secretary Date

30/09/2019

**SIGNED**

Dr Angelo Micallef  
 Proposer

**SIGNED**

Dr Oliver Nicholas De Gaetano  
 Seconder