

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 8  
 Statement #: Schedule of Payments 12/19

Pay Period	
From:	01.11.19
To:	30.11.19

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
04/11/19	069 - Newspapers							5.65	5.65
05/11/19	070 - Toiletries, coffee, tea, sugar & milk							44.99	44.99
20/11/19	071 - Fuel for van & shelving support			30.00			8.40		38.40
22/11/19	072 - Anti-slip tape & pad lock						12.40		12.40
26/11/19	073 - Paint brushes						8.00		8.00
28/11/19	074 - Long life milk & dusters							10.97	10.97
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									-
									-
									-
<b>Total Expenses for the month</b>		0.00	0.00	30.00	0.00	0.00	28.80	61.61	<b>€120.41</b>

Petty Cash Float € 250.00  
 Closing Balance € 129.59

**TOTAL REIMBURSEMENT €120.41**

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

**SIGNED**

Not. Ian Spiteri  
 Mayor

**SIGNED**

Doriette Farrugia  
 Executive Secretary

**SIGNED**

Dr Oliver Nicholas De Gaetano  
 Proposer

**SIGNED**

Dr Angelo Micallef  
 Secunder

**SIGNED**

Authorized By: Executive Secretary Date

03/12/2019