

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 5
 Statement #: Schedule of Payments 10/19

Pay Period	
From:	01.08.19
To:	31.08.19

Name: Pamela Borg
Executive Secretary

Department: Hal Lija Local Council
 Executive
 Secretary: Pamela Borg

DATE	DESCRIPTION	Postage	Printing	Fuel / Mileage	Phone	Stationery	Ironmongery	Other	TOTAL
07/08/19	016 - transfer of van log book							10.00	10.00
08/08/19	017 - 5 sheets stamps	14.00							14.00
14/08/19	018 - Registered Mail	2.68							2.68
20/08/19	019 - Registered Mail	2.68							2.68
21/08/19	020 - Mobile cover				14.90				14.90
27/08/19	021 - Black permanent market					1.99			1.99
									-
									-
									-
									-
Total Expenses for the month		19.36	0.00	0.00	14.90	1.99	0.00	10.00	€46.25

Petty Cash Float € 200.00
 Closing Balance € 153.75

TOTAL REIMBURSEMENT €46.25

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

SIGNED

Anthony Dalli
 Mayor

SIGNED

Pamela Borg
 Executive Secretary

SIGNED

Authorized By: Executive Secretary

10/07/2019

Date

SIGNED

Name & Surname
 Proposer

SIGNED

Name & Surname
 Seconder