

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 3  
 Statement #: Schedule of Payments 8/19

Pay Period	
From:	01.07.19
To:	31.07.19

Name: Pamela Borg  
Executive Secretary

Department: Hal Lija Local Council  
 Deputy Executive  
 Secretary: Pamela Borg

DATE	DESCRIPTION	Postage	Printing	Fuel / Mileage	Phone	Stationery	Ironmongery	Other	TOTAL
10/07/19	015 - 2 fans							83.00	83.00
									-
									-
									-
									-
									-
									-
									-
									-
									-
<b>Total Expenses for the month</b>		0.00	0.00	0.00	0.00	0.00	0.00	83.00	<b>€83.00</b>

Petty Cash Float € 200.00  
 Closing Balance € 117.00  
**TOTAL REIMBURSEMENT €83.00**

**SIGNED**  
Anthony Dalli  
 Mayor

**SIGNED**  
Pamela Borg  
 Executive Secretary

**SIGNED**  
Name & Surname  
 Proposer

**SIGNED**  
Name & Surname  
 Seconder

**SIGNED** 10/07/2019  
Authorized By: Executive Date  
 Secretary

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