

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 2
 Statement #: Schedule of Payments 7/19

Pay Period	
From:	01.06.19
To:	30.06.19

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
12/06/19	010 - 10 paint rollers						14.50		14.50
12/06/19	011 - 4 paint rollers						5.80		5.80
20/06/19	012 - registered mail	2.22							2.22
20/06/19	013 - 4 sheets stamps	11.20							11.20
26/06/19	014 - Registered mail	5.65							5.65
									-
									-
									-
									-
									-
Total Expenses for the month		19.07	0.00	0.00	0.00	0.00	20.30	0.00	€39.37

Petty Cash Float € 200.00
 Closing Balance € 160.63

TOTAL REIMBURSEMENT €39.37

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

SIGNED

Anthony Dalli
 Mayor

SIGNED

Pamela Borg
 Executive Secretary

SIGNED

Name & Surname
 Proposer

SIGNED

Name & Surname
 Seconder

SIGNED

Authorized By: Executive
 Secretary

10/07/2019

Date