

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 8  
 Statement #: Schedule of Payments 13

Pay Period	
From:	01.11.19
To:	30.11.19

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
05/11/19	033 - nescafe dolce gusto boxes							22.74	22.74
14/11/19	034 - 2 sympathy cards					3.20			3.20
15/11/19	035 - Christmas Decorations							39.00	39.00
18/11/19	036 - Christmas Decorations							38.00	38.00
19/11/19	037 - Christmas Items							39.50	39.50
20/11/19	038 - Stamps	11.20							11.20
26/11/19	039 - Dolce Gusto Boxes							23.84	23.84
									-
									-
									-
<b>Total Expenses for the month</b>		11.20	0.00	0.00	0.00	3.20	0.00	163.08	<b>€177.48</b>

Petty Cash Float € 200.00  
 Closing Balance € 22.52

**TOTAL REIMBURSEMENT €177.48**

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

**SIGNED**

Anthony Dalli  
 Mayor

**SIGNED**

Pamela Borg  
 Executive Secretary

**SIGNED**

Authorized By: Executive Secretary

09/12/2019

Date

**SIGNED**

Name & Surname  
 Proposer

**SIGNED**

Name & Surname  
 Seconder