

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 6
 Statement #: Schedule of Payments 11

Pay Period	
From:	01.09.19
To:	30.09.19

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
04/09/19	022 - curtains							14.00	14.00
25/09/19	023 - Boxes Coffee Dolce Gusto							18.95	18.95
26/09/019	024 - toiletries							28.69	28.69
									-
									-
									-
									-
									-
									-
									-
									-
Total Expenses for the month		0.00	0.00	0.00	0.00	0.00	0.00	61.64	€61.64

Petty Cash Float € 200.00
 Closing Balance € 138.36

TOTAL REIMBURSEMENT €61.64

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

SIGNED
Anthony Dalli
 Mayor

SIGNED
Pamela Borg
 Executive Secretary

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

SIGNED
Name & Surname
 Proposer

SIGNED
Name & Surname
 Seconder