

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 90
 Statement #: Schedule of Payments 05/19

Pay Period	
From:	01.04.19
To:	30.04.19

Name: Doriette Farrugia
Deputy Executive Secretary

Department: Hal Lija Local Council
 Deputy Executive
 Secretary: Doriette Farrugia

DATE	DESCRIPTION	Postage	Printing	Fuel / Mileage	Phone	Stationery	Ironmongery	Other	TOTAL
05/04/19	003 - 2 Sheets Stamps	5.20							5.20
10/04/19	004 - 3 sheets stamps	7.80							7.80
18/04/19	005 - Registered MAil	3.62							3.62
									-
									-
									-
									-
									-
									-
									-
Total Expenses for the month		16.62	0.00	0.00	0.00	0.00	0.00	0.00	€16.62

Petty Cash Float € 23.29
 Closing Balance € 6.67
TOTAL REIMBURSEMENT €16.62

SIGNED

 Magda Magri Naudi
 Mayor

SIGNED

 Pamela Borg
 Executive Secretary

SIGNED

 Name & Surname
 Proposer

SIGNED

 Name & Surname
 Seconder

SIGNED _____ 20/05/2019
 Authorized By: Deputy Executive Secretary Date

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