

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 89
 Statement #: Schedule of Payments 04/19

Pay Period	
From:	01.03.19
To:	31.03.19

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
05/03/19	001 - Registered letters	11.30							11.30
13/03/19	002 - 2 sheets stamps	5.20							5.20
									-
									-
									-
									-
									-
									-
									-
									-
Total Expenses for the month		16.50	0.00	0.00	0.00	0.00	0.00	0.00	€16.50

Petty Cash Float € 23.29
 Closing Balance € 6.79
TOTAL REIMBURSEMENT €16.50

SIGNED

 Magda Magri Naudi
 Mayor

SIGNED

 Doriette Farrugia
 Deputy Executive Secretary

SIGNED

 Name & Surname
 Proposer

SIGNED

 Name & Surname
 Seconder

SIGNED _____ 29/04/2019
 Authorized By: Deputy Executive Secretary Date

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