

# Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 91  
 Statement #: Schedule of Payments 06/19

Pay Period	
From:	01.05.19
To:	31.05.19

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
06/05/19	006 - 2 Sheets Stamps	5.20							5.20
15/05/19	007 - Stationery					5.10			5.10
22/05/19	008 - 2 registered letters	4.52							4.52
22/05/19	009 - 4 Sheets Stamps	10.40							10.40
									-
									-
									-
									-
									-
									-
<b>Total Expenses for the month</b>		20.12	0.00	0.00	0.00	5.10	0.00	0.00	<b>€25.22</b>

Petty Cash Float € 200.00  
 Closing Balance € 174.78

**TOTAL REIMBURSEMENT €25.22**

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

**SIGNED**

Magda Magri Naudi  
 Mayor

**SIGNED**

Pamela Borg  
 Executive Secretary

**SIGNED**

Name & Surname  
 Proposer

**SIGNED**

Name & Surname  
 Seconder

**SIGNED**

Authorized By: Executive  
 Secretary

13/06/2019

Date