

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 7
 Statement #: Schedule of Payments 12

Pay Period	
From:	01.10.19
To:	31.10.19

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
01/10/19	025 - 7 sheets stamps	19.60							19.60
01/10/19	026 - Laptop Case							25.00	25.00
01/10/19	027 - Footrest and W/less Mouse							21.58	21.58
12/10/19	028 - Nescafe Dolce Gusto Capsules							16.29	16.29
17/10/19	029 - Wipers Council Van							12.00	12.00
22/10/19	030 - 4 cutting disks						6.00		6.00
25/10/19	031 - Panasonic deskphone							29.95	29.95
29/10/19	032 - Panasonic deskphone							29.95	29.95
									-
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Total Expenses for the month		19.60	0.00	0.00	0.00	0.00	6.00	134.77	€160.37

Petty Cash Float € 200.00
 Closing Balance € 39.63

TOTAL REIMBURSEMENT €160.37

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

SIGNED

 Anthony Dalli
 Mayor

SIGNED

 Pamela Borg
 Executive Secretary

SIGNED

 Name & Surname
 Proposer

SIGNED

 Name & Surname
 Seconder

SIGNED 11/11/2019

 Authorized By: Executive Secretary Date