

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 9
 Statement #: Schedule of Payments 1

Pay Period	
From:	01.12.19
To:	31.12.19

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
28/11/19	040 - railing Mayor's office							24.95	24.95
30/11/19	041 - curtains Mayor's Office							14.00	14.00
10/12/19	042 - 7 sheets stamps	19.60							19.60
11/12/19	043 - Registration of letter	2.48							2.48
17/12/19	044 - Boxes DolceGusto Machine							14.36	14.36
19/12/19	045 - Stamps and Registered post	17.45							17.45
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									-
									-
Total Expenses for the month		39.53	0.00	0.00	0.00	0.00	0.00	53.31	€92.84

Petty Cash Float € 200.00
 Closing Balance € 107.16

TOTAL REIMBURSEMENT €92.84

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

SIGNED
Anthony Dalli
 Mayor

SIGNED
Pamela Borg
 Executive Secretary

SIGNED 08/01/2020
 Authorized By: Executive Secretary Date

SIGNED
Name & Surname
 Proposer

SIGNED
Name & Surname
 Seconder