

Petty Cash Report

Purpose: Approval by Council - Council Meeting No. 21
Statement #: Schedule of Payments 12

Pay Period	
From:	01.10.20
To:	31.10.20

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
02/09/20	099 - Stationary					13.00			13.00
05/10/20	100 - Dolce Gusto Capsules							21.79	21.79
07/10/20	101 - tread tape for irrigation						4.10		4.10
08/10/20	102 - bottles spray (social distance)						9.00		9.00
14/10/20	103- Coffee capsules							19.95	19.95
15/10/20	104 - Letter of registration	2.30							2.30
29/10/20	105 - Letter of registration & stamps	9.65							9.65
									-
									-
									-
Total Expenses for the month		11.95	0.00	0.00	0.00	13.00	13.10	41.74	€79.79

Petty Cash Float € 200.00

Closing Balance € 120.21

TOTAL REIMBURSEMENT €79.79

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

SIGNED

Anthony Dalli
Mayor

SIGNED

Pamela Borg
Executive Secretary

SIGNED

Name & Surname
Proposer

SIGNED

Name & Surname
Seconder

SIGNED

Authorized By: Executive
Secretary

25/11/2020

Date

Skeda ta' Pagamenti v3 - Rapport ta' Xiri u Pagamenti
Data: 26 t'Ottubru 2020 sa 25 ta' Novembru 2020

	Fornitur	Ammont tal-Invoice	Ammont li ser Jithallas	Metodu*		Deskrizzjoni	Data tal-Invoice	Nru. tal-Invoice	Nru. tal-PR	Nru. Tal-PO	Nru. tan-Nominal Account	Nru. Tač-Čekk
1	Impjegat 1	€1,756.62	€1,756.62	DA	PF	Salary IRO October 2020	30/10/20				1201	14840
2	Impjegat 2	€1,177.35	€1,177.35	DA	PF	Salary IRO October 2020	30/10/20				1200	14841
3	Impjegat 3	€375.98	€375.98	DA	PF	Salary IRO October 2020	30/10/20				1200	14842
4	Impjegat 4	€583.08	€583.08	DA	PF	Salary IRO October 2020	30/10/20				1200	14843
5	Anthony Dalli	€842.20	€842.20	DA	PF	Mayor's Honoraria & allowance IRO October 2020	30/10/20				1100	14844
6	Daniel Mallia	€227.33	€227.33	DA	PF	Deputy Mayor allowance IRO October 2020	30/10/20				1101	14845
7	Calcedonio Cini	€160.00	€160.00	DA	PF	Councillor Allowance IRO October 2020	30/10/20				1101	14846
8	Lorraine Farrugia	€160.00	€160.00	DA	PF	Councillor Allowance IRO October 2020	30/10/20				1101	14847
9	Joseph Zahra	€160.00	€160.00	DA	PF	Councillor Allowance IRO October 2020	30/10/20				1101	14848
10	Malta Post PLC	€1,670.24	€1,670.24	DA	PF	CIR IRO October 2020	30/10/20				1500	14849
11	Galea Cleaning Solutions	€3,692.57	€3,692.57	T	PF	Collection of mixed and organic Waste - October 2020	01/11/20	26			3041	14850
12	Galea Cleaning Solutions	€1,910.75	€1,910.75	T	PF	Street Sweeping IRO October 2020	01/11/20	52			3051	14851
13	Malta University Residence	€1,000.00	€1,000.00	DA	PF	Council Rent IRO October 2020	31/10/20	10765			2400	14852
14	Malta University Residence	€94.63	€94.63	DA	PF	Council Office Electricity & Water IRO October 2020	31/10/20	10766			2130/2140	14853
15	Carmel Desira Ltd	€470.82	€470.82	T	PF	Cleaning of Public Convenience October 2020	31/10/20	13/20			3053	14854
16	GTG Advocates	€625.60	€625.60	D	PF	Judical costs & Legal Service Fees IRO Flooding Court Case	02/11/20	361/2020			3140	14855
17	Bezzina Refuse Collection	€653.91	€653.91	T	PF	Cleaning & Upkeeping of soft areas IRO October 2020	02/11/20	QTE713			3061	14856
18	Wasteserv Malta Ltd	€1,084.65	€1,084.65	DA	PF	Tipping Fees Domestic Waste IRO September 2020	15/10/20	98587			3046	14857
19	Wasteserv Malta Ltd	€292.18	€292.18	DA	PF	Tipping Fees Organic Waste IRO September 2020	15/10/20	98494			3046	14857
20	Wasteserv Malta Ltd	€50.51	€50.51	DA	PF	Tipping Fees Organic Waste IRO September 2020	15/10/20	98394			3046	14857
Sub Total c/f		€16,988.42	€16,988.42					IFFIRMAT		IFFIRMATA		
Total		€16,988.42	€16,988.42					Anthony Dalli Sindku		Pamela Borg Segretarju Eżekuttiv		
						IFFIRMAT				IFFIRMAT		
						[Isem u Kunjom]				[Isem u Kunjom]		
						Proponent				Sekondant		

Approvati fis-Seduta Nru: 21

D - Direct Order, DA - Direct Order Approvat, T - Tender, K - Kwotazzjonijiet

PP - Part Payment, PF - Paid in Full.

Skeda ta' Pagamenti v3 - Rapport ta' Xiri u Pagamenti

Data: 26 t'Ottubru 2020 sa 25 ta' Novembru 2020

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21	Intercomp	€95.16	€95.16	K	PF	Monthly rate for photocopier IRO October 2020	31/10/20	T393934			2660	14858
22	J.F.Mallia Ltd	€356.48	€356.48	T	PF	New Street light in N.Cottoner Str.	17/10/20	2432			3065	14859
23	J.F.Mallia Ltd	€275.76	€275.76	T	PF	Repairing of street light IRO October 2020	04/11/20	2445			3065	14860
24	Akkonta Services Ltd	€162.84	€162.84	T	PF	Accountant Services IRO October 2020	31/10/20	AKK1363			3160	14861
25	Adrian Mifsud (BOOM Consultancy & Advisory Services)	€344.16	€344.16	T	PF	Contracts manager monthly fee - October 2020	30/10/20	LJA-0011			3190	14862
26	OzoMalta	€36.72	€36.72	D	PF	Cleaning Service Council Office IRO 15/10/20	15/10/20	6768			3055	14863
27	OzoMalta	€36.72	€36.72	D	PF	Cleaning Service Council Office IRO 22/10/20	22/10/20	6852			3055	14863
28	Road Technologies Ltd	€172.28	€172.28	T	PF	Road signs	21/10/20	408324			2380	14864
29	Road Technologies Ltd	€82.60	€82.60	T	PF	Road signs	21/10/20	408323			2380	14864
30	Road Technologies Ltd	€48.38	€48.38	T	PF	Road hump	28/10/20	408333			2380	14864
31	Grima's Industrial Supplies Ltd	€114.18	€114.18	D	PF	SDSCC33 Crown 66MM & SDSCC31 Crown Long 9908	30/10/20	166851			2370	14865
32	Koperattiva Tabelli u Sinjali	€28.32	€28.32	D	PF	Printed Stickers - one way sign	28/10/20	27023			2370	14866
33	I.V. Portelli & Sons Ltd	€216.46	€216.46	D	PF	Equipment for system irrigation Recreational Garden Part 2	30/10/20	I029749			7320	14867
34	Ronald Balzan	€500.00	€500.00	DA	PF	Spining photos Payment Part 2 - Reġjun Ċentru Project	25/06/20	LJA001			4005	14868
35	Anthony Dalli	€79.79	€79.79	DA	PF	Petty cash reimbursement for the month of October 2020	31/10/20	12			5010	14869
36	Old Key Ironmonger	€48.00	€48.00	D	PF	Surgical masks & N95 Masks	13/11/20	1226			2370	14870
37	Old Key Ironmonger	€49.44	€49.44	D	PF	Maintenance items	17/11/20	1227			2370	14871
38	MB Distribution Ltd	€12.72	€12.72	D	PF	Stationery Items	16/11/20	441582			2620	14872
39	Cristabel Cutajar	€60.00	€60.00	D	PF	2 Flower Arrangements IRO 08.11.20	16/11/20	24747			2260	14873
40	Adi Associates Env. Consultants	€283.20	€283.20	D	PF	Planning Review IRO October 2020	31/10/20	03031			3172	14874
Sub Total c/f		€3,003.21	€3,003.21									
Sub Total b/f		€16,988.42	€16,988.42									
Total		€19,991.63	€19,991.63									

IFFIRMAT

Anthony Dalli

Sindku

IFFIRMAT

[Isem u Kunjom]

Proponent

IFFIRMATA

Pamela Borg

Segretarju Eżekuttiv

IFFIRMAT

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Sekondant

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41	Arms Ltd	€60.00	€60.00	DA	PF	Servizz temporanju IRO Tiżjin tal-Milied Pjazza Trasfigurazzjoni					2130	14875
42	Printex Limited	€74.34	€74.34	D	PF	20 A5 Day Diaries IRO 2021	19/11/20	22911			2620	14876
43	VJ. Salamone Consumer Lines Ltd	€5,038.60	€5,038.60	DA	PF	700 Sanitizer packs IRO Reġjun Ċentru Project	16/11/20	475741			3360	14777
44	ESS Calleja & Sons Ltd	€298.02	€298.02	K	PF	Timmers for system irrigation Recreational Garden Part 4	20/11/20	312838			7320	14878
45	Inline Management of Health & Safety	€236.00	€236.00	DA	PF	Risk Assessment	20/11/20	M1553			2260	14879
46	Chris Gatt	€536.73	€536.73	T	PF	Bulky Refuse IRO October 2020	01/11/20	04/2020			3042	14880
47	I.V. Portelli & Sons Ltd	€5.10	€5.10	K	PF	Equipment for system irrigation Recreational Garden Part 3	24/11/20	I029884			7320	14881
48	E.Cmunicipals Ltd	€22,531.87	€22,531.87	T	PF	20% Finance IRO Rubble walls from Central Bank Account	28/08/20	Ilc/001				DD
49	MIB (Malta) Ltd	€17.38	€17.38	T	PF	Addition of insurance of the new part-time clerk	24/11/20	I-ADP 210723			3030	14893
50	MIB (Malta) Ltd	€475.41	€475.41	T	PF	Renewal insurance policy - Trade Combined	24/11/20	I-RRE-215462			3030	14894
51	MIB (Malta) Ltd	€302.40	€302.40	T	PF	Renewal insurance policy - Group Personal Accident	24/141/20	I-RRE-215463			3030	14895
52	GO PLC	€133.67	€133.67	DA	PF	Council telephone, internet and mobile bill IRO October'20	02/11/20	71196289			2160	DD
53												
54												
55												
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58												
59												
60												
Sub Total c/f		€29,709.52	€29,709.52					IFFIRMAT		IFFIRMATA		
Sub Total b/f		€19,991.63	€19,991.63					Anthony Dalli		Pamela Borg		
Total		€49,701.15	€49,701.15					Sindku		Segretarju Eżekuttiv		
								IFFIRMAT		IFFIRMAT		
								[Isem u Kunjom]		[Isem u Kunjom]		
								Proponent		Sekondant		

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80											
	Sub Total c/f	€0.00	€0.00								
	Sub Total b/f	€49,701.15	€49,701.15								
	Total	€49,701.15	€49,701.15								

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IFFIRMAT

Anthony Dalli

Sindku

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[Isem u Kunjom]

Proponent

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Segretarju Eżekuttiv

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Sekondant