

South New Berlin Free Library

Petty Cash Log

Income budget lines include: Copy/Fax; Donations; Fundraising; Misc.

Expense budget lines include: Books; DVDs; Program; Supplies; Equipment; Repair

Date	Staff	Description	Budget Line	Expense \$	Income \$	Balance
7/1/21						0
7/10/21	Robin	program fee			5.00	5.00
7/18/21	Robin	museum visitor	donation		20.00	25.00
7/20/21	Robin	book sale	fundraising		21.00	46.00
7/28/21	Robin	certified mail	postage	4.55		41.45
7/28/21	Robin	Willow refreshments	program	14.61		26.84
7/28/21	Robin	SRP craft kits	program	19.57		7.27
9/1/21	Robin	copy/fax	copy/fax		34.00	41.27
9/1/21	Robin	book sale	fundraising		5.00	46.27
9/1/21	Robin	program fee			5.00	51.27
9/2/21	Robin	lost book fee			17.58	68.85
10/7/21	Robin	markers, paper, bins Program snacks	Program	13.02		55.83
"	"	"	supplies	33.77		22.06
11/12/21	Nancy	Twinkle Lights (LED) for windows	supplies	13.68		8.38
12/1/21	Robin	refreshments	program	4.98		3.40
12/1/21	Robin	anonymous bldg fund	donation		10.00	13.40
12/21/21	Robin	program fee			80.00	93.40
12/21/21	Robin	book sale	fundraising		52.00	145.40
12/21/21	Robin	batteries	supplies	18.74		126.66
12/23/21	Robin	deposited	\$126.66 to		NBT	—

Signature:

Robin Orlov

Date:

12/23/21

Transaction Receipt

DEPOSITS

- Checking
- Money Market
- Savings
- Other _____

PAYMENTS

- Installment Loan
- Commercial Loan
- Star Access
- Overdraft Line of Credit
(Checks received are subject to collection)
- Mortgage
- Home Equity
- Other _____



focused on what matters

800.NBT.BANK nbtbank.com

Transaction or account number, amount and date of your deposit or payment are shown below.

.TrDDep \$ 126.66
.AC ****3363
.BR 301 T 7344 0106 SEQ 101
.12/23/2021 15:57 12/23/2021
.. THANK YOU

TELO0102 10/2020

Member FDIC NMLS ID #500501



Atty Cash
deposit