

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
12/22/21	Robin					0
1/3/22	Robin	copy/fax fees	copy/fax		30.00	30.00
1/6/22	Robin	furnace filter	maintenance	5.25		24.75
1/6/22	Robin	addition fund	donation		10.00	34.75
1/25/22	Robin	color copy paper	supplies	5.22		29.53
1/27/22	Robin	moisture absorber	maintenance	12.26		17.27
-	-	binder clips	supplies	7.82		9.45
2/8/22	Robin	book sale	fundraiser		11.07	20.52
2/11/22	Robin	storage bins + tape	supplies	13.04		7.48
3/17/22	Robin	copy/fax fees	copy/fax		20.00	27.48
3/23/22	Robin	postcard stamps	postage	8.00		19.48
3/23/22	Robin	felt for storytime	supplies	3.83		15.65
3/30/22	Robin	postage stamps	postage	11.60		4.05
4/13/22	Robin	DEPOSIT TO NBT		4.05		0

Signature: Robin Carleo

Date: 4/13/22