

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 |
|---------|-------|----------------------------------|------------------|---------------|-----------|---------|
| | | starting balance | | | | 0 |
| 4/8/22 | Robin | copy/fax | copy/fax | | 10.00 | 10.00 |
| 4/8/22 | Robin | donation jar | bold fund | | 18.25 | 28.25 |
| 4/8/22 | Robin | book sale | fundraiser | | 10.50 | 38.75 |
| 6/28/22 | Nancy | easels | supplies | 8.10 | | 30.65 |
| 7/7/22 | Robin | paper, snacks+decorations | supplies program | 8.05 18.63 | | 3.97 |
| 7/15/22 | Robin | copy/fax | copy/fax | | 58.00 | 61.97 |
| 7/15/22 | Robin | book sale | fundraiser | | 88.00 | 149.97 |
| 7/15/22 | Robin | donations ^{unspecified} | donations | | 14.00 | 163.97 |
| 7/22/22 | Robin | DVDs | DVDs | 27.92 | | 136.05 |
| 7/25/22 | Robin | pennysaver ad | program | 6.00 | | 130.05 |
| 8/2/22 | Robin | craft supplies | program | 4.23 | | 125.82 |
| 8/11/22 | Robin | cleaning supplies | supplies | 7.61 | | 118.21 |
| 8/12/22 | Robin | evening sun + pennysaver ads | program | 35.00 | | 83.21 |
| 8/18/22 | Robin | cardstock + incentives | supplies program | 7.27 9.87 | | 66.07 |
| 8/18/22 | Robin | evening sun + pennysaver ad | program | 29.00 | | 37.07 |
| 8/24/22 | Robin | fine for damage | finer | | 6.00 | 43.07 |
| 8/24/22 | Robin | book sale | fundraiser | | 40.50 | 83.57 |
| 8/24/22 | Robin | evening sun + pennysaver ad | program | 29.00 | | 54.57 |
| 9/27/22 | Robin | deposited to NBT | | 54.57 | | 0 |

Signature: _____

Robin Proleo

Date: _____

9-27-22