

# 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
10/1/22	Robin	beginning balance				Ø
10/11	Robin	copy/fax	copy/fax		30.00	30.00
10/14	Robin	stamps	postage	12.00		18.00
10/31	Robin	book sale	fundraiser		40.00	58.00
12/12	Robin	certified mail	postage	7.85		50.15
12/13	Robin	Clorox wipes	supplies	13.78		36.37
12/27	Robin	bankers boxes	supplies	15.98		20.39
12/29	Robin	deposited \$20.39 to NBT				Ø

## Transaction Receipt

### DEPOSITS

- Checking
- Money Market
- Savings
- Other \_\_\_\_\_

### PAYMENTS

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



focused on what matters

800.NBT.BANK nbtbank.com

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

T1rDDDep \$ 20.39  
 AC \*\*\*\*3363  
 BR 301 T 6947 0105 SEQ 59  
 12/29/2022 13:35 12/29/2022

THANK YOU

TEL00102 07/2022

Member FDIC NMLS ID #500501



Signature: \_\_\_\_\_

*Robin Cardo*

Date: \_\_\_\_\_

*12-29-22*