

# 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	
1/1/23						0	
1/10	Robin	book sale	fundraiser		31.50	31.50	
1/10	Robin	copy/fax	copy/fax		32.00	63.50	
1/23	Robin	ice melt	maintenance	12.48		51.02	
1/31	Robin	postage for grants	postage	20.25		30.77	
2/14	Robin	ice melt + battery	maintenance + supplies	14.60		16.17	
3/7	Robin	copy/fax	copy/fax		20.00	36.17	
3/11	Robin	paint-storytime	program	6.42		29.75	
3/22	Robin	ice melt	maintenance	9.88		19.87	
3/22	Robin	hardware	supplies	17.44		2.43	
3/31	Robin	deposited balance of \$2.43					

## 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.

TlrDDDep \$ 2.43  
AC \*\*\*\*3363  
BR 301 T 7344 0106 SEQ 132  
3/31/2023 12:45-3/31/2023  
**THANK YOU**

TEL00102 07/2022

Member FDIC NMLS ID #500501 

Signature: Robin Ardio

Date: 3-31-23