

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	
						Ø	
10/2/23	Robin	book sale	fundraising		51.00	51.00	
9/13/23	Robin	book sale: ^{incl.} Art books	fundraising		30.00	81.00	
10/2/23	Robin	Halloween treats	program	15.77		65.23	
10/2/23	Robin	advertising	program	14.00		51.23	
10/24/23	Robin	certified letter	postage	8.56		42.67	
10/24/23	Robin	refreshments	program	24.60		18.07	
10/27/23	Robin	book sale	fundraising		24.00	42.07	
10/31/23	Robin	book	books	21.60		20.47	
11/27/23	Robin	paper	supplies	6.45		14.02	
12/28/23	Robin	— deposited to NBT			14.02		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.

TlrDDDep \$ 14.02
 AC ****3363
 BR 301 T 5525 0101 SEQ 80
 12/28/2023 14:20 12/28/2023

THANK YOU

TEL00102 05/2023

Member FDIC NMLS ID #500501



Signature: _____

Robin Arvello

Date: _____

12-28-23