

# 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
12/29/23						0
1/12/24	Robin	book sale	fundraising		25.00	25.00
1/12/24	Robin	copy/fax	copy/fax		60.00	85.00
1/13/24	Robin	craft supplies	program	6.60		78.40
2/6/24	Robin	bottle/can drive	fundraising		35.00	113.40
2/6/24	Robin	book sale	fundraising		32.00	145.40
2/6/24	Robin	breakroom supplies	supplies	5.16		140.24
2/6/24	Robin	donation jar	donations		13.75	153.99
2/6/24	Robin	copy/fax	copy/fax		27.00	180.99
3/6/24	Robin	travel	travel	50.00		130.99
3/11/24	Robin	FB Marketplace	books	23.00		107.99
3/12/24	Robin	USPS stamps	postage	13.60		94.39
3/25/24	Robin	poster board	display	15.83		78.56
3/25/24	Robin	donation jar	donation		4.10	82.66
3/26/24		NBT deposit		82.66		0

## 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.

11rDDep \$ 82.66  
 AC \*\*\*\*3363  
 BR 307 1 3913 0/02 SEQ 23  
 3/26/2024 11:07 3/26/2024  
 THANK YOU

