

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
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4/1/24	Robin	book sale	fundraising		26.00	26.00
4/1/24	Robin	copy/fax	copy/fax		24.00	50.00
4/1/24	Robin	office supplies	supplies	28.58		21.42
4/4/24	Robin	display supplies	supplies	13.50		7.92
4/29/24	Robin	copy/fax	copy/fax		20.00	27.92
4/29/24	Robin	book sale	fundraising		37.00	64.92
5/8/24	Robin	lost item	fees		5.00	69.92
6/6/24	Nancy	Memorial Day decor	supplies	21.60		48.32
6/6/24	Robin	DVD	DVD	7.50		40.82
6/6/24	Robin	cleaning supplies	supplies	9.90		30.92
6/25/24	Robin	cans/bottles	fundraiser		99.02	129.94
6/26/24	Robin	book sale	fundraiser		32.00	161.94
6/26/24	Robin	copy/fax	copy/fax		23.00	184.94
6/27/24	Robin	DEPOSITED		\$ 184.94		Ø

Signature: _____



Date: _____

6/27/24