

DATES	POSTAGE	COFFEE/TEA	CLEANING	STATIONERY
JANUARY	13.5	11	14	15.75
FEBRUARY	7.65	2.5	14	17.38
MARCH	19.38	3.45	14	20.75
APRIL	9.23	4.15	17	9.5
MAY	11.68	2.17	17	12.45
TOTAL	61.44	23.27	76	75.83