

HANDS ON BANK RECONCILIATION – SMC

Colleen Massey-Skaggs and Ruth Rask are hosting hands-on Bank Reconciliation classes.

Research has been done, and the numbers are astonishing, of the number of courts that have not reconciled. We are here to help!

Each class will be limited to 5 people. More dates will be added, if necessary. Morning sessions are being reserved for courts that have interest bearing bank accounts only.

To reserve a space for one of the sessions below, please contact Ruth at 314-646-3636.

Richmond Heights Public Safety

August 18, 2022	9:00 a.m – 11:30 a.m. 1:00 p.m. – 3:30 p.m.
September 8, 2022	9:00 a.m. – 11:30 a.m. 1:00 p.m. – 3:30 p.m.
September 16, 2022	9:00 a.m. – 11:30 a.m. 1:00 p.m. – 3:30 p.m.

Manchester Municipal Court

September 22, 2022	9:00 a.m. – 11:30 a.m. 1:00 p.m. – 3:30 p.m.
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Please bring a laptop, your bank statements, Raz token, password for OSCA Documents, and a printout from JetPay Magic of your credit card transactions. If you are not sure how to get your printout from JetPay Magic, please reach out to Colleen or Ruth Rask for assistance. For those of you who do not have a laptop, we will have three extra ones on hand for you to use. Please let us know at the time you call to reserve your space whether you will be bringing a laptop.