WOODARD®

Services Expansion Program

Controllership Services

Spend Management Services: G&A Assessments

Description

This unit is designed for accounting professionals who want to manage the process of conducting spend assessments that are focused on their clients' General and Administrative (G&A) expenses.

Across a focused, step-by-step curriculum, you will be able to gather, analyze, and interpret G&A expense data, identify recurring costs and savings opportunities, and translate findings into actionable recommendations. By the end of the course, you'll be equipped with practical tools and techniques to deliver impactful Spend Management Assessments that will likely increase your client's net income and elevate the value of your services.

Outline

Preparing and Compiling G&A Expense Data for Assessment

- Collect banking and credit card transactions for all relevant accounts
- Develop the skills, with the assistance of GPTs, to recognize and categorize recurring expenses
- Understand how to accurately record recurring expenses using a structured worksheet approach

Analyzing G&A Expenses and Detecting Cost-Saving Opportunities

- Systematically review G&A expenses to identify trends, anomalies and areas for improvement
- Develop the ability to spot duplicate, overlapping or unusual expenses that may signal savings opportunities
- Use structured checklists to ensure a thorough and consistent review of all relevant expense categories
- Translate your findings into clear, actionable steps that deliver measurable value to clients or your organization

PREREQUISITES: Introduction to Spend Management