



## Services Expansion Program

### Controllership Services

#### Spend Management Services: An Introduction

##### Course Description

Spend Management Services, a component of Controllership Services, are strategic in nature. The goal of the Spend Management Services provider is to optimize the company's management of costs and expenses as both an analytical process (expense and cost analyses) and as a preventive measure (e.g. budgets and spending policies). Though the Spend Management Services provider does analyze past spend, the work is largely preventative in nature.

Unlike spend automation and spend capture (which are focused more on technology and process), the Spend Management Services provider focuses on *reducing* costs and expenses and *mitigating* cost/expense overruns. To effectively monitor and control costs/expenses, companies need some combination of budgeting, purchasing policies and procedures, and travel expense policies. The Spend Management Services providers works with their clients to create, curate, and enforce these areas of managerial compliance.

Strategically, spend management can be the gateway to a larger Controllership Services relationship with your client due to the tangible, short-term financial benefit the client experiences by reducing expenses and costs.

##### Syllabus

###### Section One – Folding Spend Management into Your Practice

- What is Spend Management – Defining the Category
- How Spend Management Fits into CAS (Client Advisory Services)
- The Ideal Client Profile for Spend Management Services
- Pricing Strategies for Spend Management Services

###### Section Two – The Components of Spend Management Services (An Overview)

- Reducing Expenses through G&A Assessments
- Reducing Cost/Expense Overruns through Budgeting
- Reducing Costs/Expense Overruns through Purchasing Policies and Supplier Management
- Reducing Expense Overruns through Employee Expense Policies (e.g. Travel, M&E, etc.)

###### Session Three – DRILL DOWN: G&A Assessment Exercise

During session three we will evaluate the results of your G&A Assessment Exercise that you can conduct on either your own practice or on one or your clients. This important step will save you on expenses (sometimes thousands or tens of thousands of dollars) and will give you field experience as a Spend Management Services provider.

PREREQUISITES: None