

# Administrative Management & Planning Service - 621.040

**Program Categories:** [Business and Management](#)

**Program Page:** <https://fsr.questar.org/product/administrative-management-planning-service-621-040/>

## Program Summary

This service has been specifically designed to provide accounting, planning and risk management expertise, as well as, department program review. We will help develop and analyze data and information in areas such as personnel, finance, facility utilization or management.

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## Program Description

This service has been specifically designed to provide accounting, planning and risk management expertise, as well as, department program review. We will help develop and analyze data and information in areas such as personnel, finance, facility utilization or management. We provide independent assurance on critical business processes and strive to be strategic business advisors by focusing on continuous business improvement. We also provide on-site training for extra-classroom fund activity and claims auditing.

Areas that may be valuable to assess include special education STAC reporting/billing, Medicaid compliance, healthcare, food service, capital projects, claim payment, certification of payroll, review of bank reconciliations and treasurer's reports, payroll observations, review of disbursement processes, and fixed asset sampling.

## Additional Information

- Cost Methodology: Cost varies based upon the scope of work requested.
- Additional Services: Training in Extra-classroom Fund procedures for staff and advisors, as well as claims auditor training.
- Participating District(s): Alexandria, Bellmore, Onteora, Solvay, Westmoreland
- Type of Aid: BOCES