



# Management Advisory Services Panel for the Australian Government

Quick Guide – Quarterly Reporting Response – September 2021

## Reporting requirements

All Panellists are required to report to Finance quarterly, as per [Schedule 8](#) of the Head Agreement.

Finance requires information regarding paid invoices for the reporting period, which relate to the Management Advisory Service Panel usage.

A reminder email is sent before the reporting period is due to end, followed by an email with the template to be completed for the reporting period.

## Returning a response

It is essential that each Panellist:

- reply to the email that is sent from Finance without amending the subject title.
- use the Excel file provided in the email distributed by Finance
- attach the Excel file without changing the file name
- not change the tab name within the Excel file
- not amend any columns or tabs within the Excel file

## NIL response

To complete a successful 'Nil' response, complete the first five columns of the Excel file. Columns A and B will have been populated with company name and ABN as supplied on the signed Head Agreement columns C through E will need to be completed with the appropriate:

- financial year,
- financial quarter and
- 'No' is selected for INVS\_PAID

	A	B	C	D	E	F	G
	ABN	SRVC_PRVDR	FY	FY_QTR	INVS_PAID	AGENCY_ABN	AGENCY_NAME
1							
2	6612109465	AA Consulting	2021	Q1	No		
3							
4							
5							

## Reporting response

To complete a successful response, where services have been supplied under the panel, and invoices have been paid by the Entity within the reporting period, columns A – O will need to be completed. Please note column 'I - COST\_CENTRE' is not mandatory.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ABN	SRVC_PRVDR	FY	FY_QTR	INVS_PAID	AGENCY_ABN	AGENCY_CNT	ORDER_NO	COST_CENTRE	INVOICE_NO	GST_EXCL	GST_AMOUNT	INV_TOTAL	SRVC_AREA	SRVC_CAT
84076176517	Grant Samuel	2021	Q1	Yes	78796734093	Monique	PO6787		INV7777	\$200.00	\$ 20.00	\$220.00	Financial	Financial Audit
84076176517	Grant Samuel	2021	Q1	Yes	92637533532	Jennifer	PO2223		INV7890	\$300.00	\$ 30.00	\$330.00	Financial	Financial Audit
84076176517	Grant Samuel	2021	Q1	Yes	37467566201	Kathleen	POCAT		INV5555	\$440.00	\$ 44.00	\$488.00	Financial	Financial Audit
84076176517	Grant Samuel	2021	Q1	Yes	65061156887	Aiden	POLMP		INV5700	\$600.00	\$ 60.00	\$660.00	Financial	Financial Audit
84076176517	Grant Samuel	2021	Q1	Yes	49110847399	Morgan	POBABA		INV5600	\$770.00	\$ 77.00	\$847.00	Financial	Financial Audit

## Contact Us

Should you have any questions regarding this guidance, or any aspect of using the Panel, please contact Finance's MAS Panel Management team through one of the following:

Email: [MASPanel@finance.gov.au](mailto:MASPanel@finance.gov.au)

Phone: (02) 6215 3399

Website: [Management Advisory Services Panel | Department of Finance](#)