

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 <u>Schedule 8</u> 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

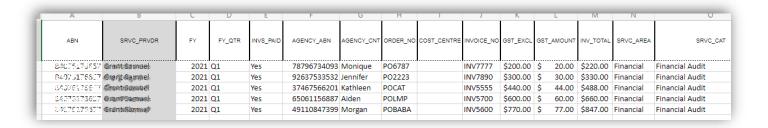
To complete a successful 'Nil' response, complete the first five columns of the Excel file. Columns A and B will have been populated with company name and ABN as supplied on the signed Head Agreement columns C through E will need to be completed with the appropriate:

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

	А	В	С	D	Е	F	C
1	ABN	SRVC_PRVDR	FY	FY_QTR	INVS_PAID	AGENCY_ABN	AGENC
2	26612139465	% 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.



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

Phone: (02) 6215 3399

Website: Management Advisory Services Panel | Department of Finance