



CHECKLIST

FOR COMPLETION OF AUDIT REPORTS

The below guidelines are designed to assist auditors in accurately completing employer audit reports for Coal LSL.

AN AUDIT REPORT SHOULD:

- State it is an audit report;
- Be submitted on auditor letterhead;
- Include the date of submission;
- Include on the front page stating the ASIC-registered name of the employer, the Coal LSL Employer ID and annual audit review period;
- State the independence of the auditor;
- Identify the auditor as meeting the requirements of the Coal Mining Industry (Long Service Leave) Payroll Levy Collection Act 1992, including either:
 - a. is the auditor for the employer for the purposes of the Corporations Act 2001; or
 - b. has obtained an accounting degree from a prescribed university, holds a professional membership and current professional indemnity insurance (please refer to Audit Report Requirements Guidance Note or Collection Act for further detail).
- State the opinion of the auditor in relation to levies paid, reimbursements and refunds;
Example: In my opinion, [insert employer name] has paid all amounts of levy and amounts of additional levy (if any) that [insert employer name] was required to pay in respect of the financial year [insert relevant financial year period].
In my opinion, [insert employer name] has correctly calculated their claims for reimbursements under Part 7 of the Administration Act.
- State the reason for the auditor's opinion;
Example: We have examined the financial accounts, payroll and associated records of [insert employer name].
- State that nil reimbursements were made (if applicable); and
- Be signed by the auditor who completed the report.

ADDITIONALLY, COAL LSL REQUESTS THAT THE REPORT STATES:

- The dollar amount for all levies paid, including details of any adjustment, additional or back levies paid during the financial year; and
- The dollar amount for all reimbursements paid to the employer during the financial year.