

30/01/2019

To Whom It May Concern,

**RE: CLIENT REFERENCE FOR ASSET MANAGEMENT PROFESSIONAL PROJECT SERVICES**

This letter serves to confirm that Sihle John Nhlapo (ID: 8506295667081) project managed at the beginning of the 2017/2018 financial year-end, for the American International School of Johannesburg (AISJ) who required a qualified service provider to assist with the physical asset verification, valuation and reconciliation of assets across two sites, consisting of approximately 25 000 assets to the fixed asset register.

The objectives for the project as directed by Sihle John Nhlapo were as follows:

- Assist in providing an unqualified audit opinion on property, plant and equipment (PPE).
- Perform a full verification of AISJ movable assets at all sites belonging to AISJ.
  - Electronically sign off asset inventory sheet for all offices, classrooms and sites.
  - Tag assets where assets have fallen.
- Reconciliation of the verified AISJ assets to the received AISJ FAR.
  - Perform depreciation calculations, useful life review & impairment testing.
  - Provide asset disposal proposal and recommendations.
- Generation of a fully consolidated and compliant FAR for AISJ according to required accounting standards and AISJ asset management policies.
- Ensure constant communication with the stakeholders with progress and any risks or issues that need to be mitigated.
- Review and update asset management policy.
- Ensure that the (Asset Management System) is fully updated with verified reconciled information by performing system update and data synchronization.
- Assist AISJ with any internal/external audit requests or findings related to movable fixed assets

The quality of service received from Sihle John Nhlapo was exceptional and the asset management training facilitated by his organisation was invaluable for the AISJ asset management unit. They were always available to answer any questions we had throughout the process, which ran smoothly and efficiently.

We would not hesitate to recommend Sihle John Nhlapo in project managing projects in respect of asset management services and systems.

Regards,



Elize Ramsay  
Finance Manager