



# Moses Kotane Institute

INNOVATION. THE FUTURE

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August 20, 2015

To whom it may concern,

**REFERENCE: SERVICES PROVIDED BY SADL TO MOSES KOTANE INSTITUTE IN 2014**

In July 2014 SADL Consulting Services was approached to provide CFO support at Moses Kotane Institute. Amongst the various task successfully undertaken over a four month period were the following:

1. Cash Flow Management and Forecast to Department of Economic Development , Tourism and Environmental Affairs: Prepared actual for September and October and forecast for balance of year, engaged budget owners where appropriate and reviewed and firmed the expenditure forecast
2. Dealt with external Audit Letter to Management in respect of financial year ended March 2014: Prepared management responses, prepared remediation plan for submission to Finance Committee and Audit and Risk Committee, and prepared full list of 2013 / 2014 irregular expenditure for submission to Finance Committee
3. Implemented internal controls as recommended within audit report
4. Submitted SARS IT12 for years 2012, 2013 and 2014.
5. Prepared and presented Annual Report at SCOPA meeting
6. Provided support to newly appointed CFO during October 2015

I hereby confirm that SADL provided high quality service to the Institute.

Yours sincerely,

Ms Thandeka Ellenson  
Chief Finance Officer

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