Downloaded from www.mycourses.co.za

higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

BUSINESS STUDIES

N1380(E)(N13)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

TRAVEL OFFICE PROCEDURES N5

(4021165)

13 November 2014 (X-Paper)
09:00–12:00

This question paper consists of 9 pages and an answer book of 16 pages.

Copyright reserved
Downloaded from www.mycourses.co.za

Downloaded from www.mycourses.co.za

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
TRAVEL OFFICE PROCEDURES N5
TIME: 3 HOURS
MARKS: 200

BUSINESS STUDIES

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. ALL questions should be answered in the attached ANSWER BOOK.
5. NO paper may be brought into the examination venue.
6. Show ALL calculations. ALL work you do not want to be marked must be clearly crossed out.
7. NO marks will be given for answers written in pencil.
8. Write neatly and legibly.

Copyright reserved

Downloaded from www.mycourses.co.za

Downloaded from www.mycourses.co.za

SECTION A

QUESTION 1

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 A condition of a credit agreement is that the contract must be in existence for at least one year.

1.2 Delivery with the short hand occurs when the goods are moveable and a symbol will be handed to the purchaser.

1.3 The price of a merx must be a definite amount payable in money.

1.4 Certain people have full contractual capacity and others limited or no capacity.

1.5 Mistake of motive will affect the validity of a contract.

1.6 Ignorance of the law is no excuse.

1.7 The acceptance of the offer must be in clear, definite and unambiguous terms.

1.8 A contract can be defined as a lawful agreement.

1.9 Prodigals are sometimes also called Mentally Ill Persons.

1.10 When two persons have concluded an ante-nuptial agreement prior to their marriage, they are married out of community of property.

(10 × 1) **[10]**

QUESTION 2

What role do the following people have in our legal system?

2.1 Judge

2.2 Attorney

2.3 Advocate

2.4 Plaintiff

2.5 Defendant

(5 × 1) **[5]**

BUSINESS STUDIES

Copyright reserved

Downloaded from www.mycourses.co.za

Downloaded from www.mycourses.co.za

QUESTION 3

The law states that certain contracts have to be in writing before they will be valid and then the formalities become an essential part of the definition of a contract.

Name FIVE such contracts. [5]

QUESTION 4

Name SIX situations where a minor between the ages of 7 and 21 is able to contract. [6]

QUESTION 5

Name SIX exceptions to the general contractual capacity of people over 21. [6]

QUESTION 6

Name FIVE conditions that must be met before a contract can be declared voidable due to intimidation. [5]

QUESTION 7

Misrepresentation means that statements were made during the negotiation of the contract which was not true. The untrue statement must be one of fact.

Distinguish between THREE types of misrepresentation. (3 + 3) [6]

QUESTION 8

Name the FOUR different categories in which mistake of fact can be categorised. [4]

QUESTION 9

Name the THREE ways in which people can get married according to law. [3]

TOTAL SECTION A: 50

BUSINESS STUDIES

Copyright reserved

Downloaded from www.mycourses.co.za

Downloaded from www.mycourses.co.za

SECTION B

QUESTION 10

Use the following General Ledger to draw up the following:

10.1 Trial Balance of GO AWAY TRAVEL on 30 November 2014. (20)

10.2 Income Statement of GO AWAY TRAVEL for the year ended 30 November 2014. (12)

10.3 Balance Sheet of GO AWAY TRAVEL on 30 November 2014. (19)
[51]

GENERAL LEDGER OF GO AWAY TRAVEL ON 30 NOVEMBER 2014

BANK B1							
DATE	DETAILS	FOL	R	DATE	DETAILS	FOL	R
1 Nov	Balance	b/d	303 761,00	30 Nov	Total Payments	CPJ	213 911,00
30 Nov	Total Receipts	CRJ	347 900,00		Balance	c/o	437 750,00
			651 661,00				651 661,00
1 Dec	Balance	b/d	437 750,00				
CAPITAL B2							
				1 Nov	Balance	b/d	450 000,00
				30 Nov	Bank	CRJ	330 000,00
							780 000,00
CREDITORS B3							
				30 Nov	Bank	CRJ	14 780,00
DEBTORS B4							
30 Nov	Bank	CPJ	3 900,00				
LAND AND BUILDINGS B5							
7 Nov	Bank	CPJ	1100 000,00				
VEHICLES B6							
15 Nov	Bank	CPJ	330 000,00				
EQUIPMENT B7							
1 Nov	Balance	b/d	20 770,00				
30 Nov	Bank	CPJ	7 160,00				
			27 930,00				

BUSINESS STUDIES

Copyright reserved

Downloaded from www.mycourses.co.za

Downloaded from www.mycourses.co.za

DRAWINGS B8							
9 Nov	Bank	CPJ	3 750,00				
PETTY CASH B9							
1 Nov	Balance	b/d	5 000,00				
STOCK B10							
19 Nov	Bank	CPJ	7 130,00				
COMMISSION N1							
				1 Nov	Total	b/d	1 000 000,00
				30 Nov	Bank	CRJ	231 000,00
							1 231 000,00
WAGES N2							
30 Nov	Bank	CPJ	1 480,00				
STATIONERY N3							
14 Nov	Bank	CPJ	2 190,00				
SALARIES N4							
29 Nov	Bank	CPJ	73 400,00				
WATER & ELECTRICITY N5							
29 Nov	Bank	CPJ	7 190,00				
TELEPHONE N6							
30 Nov	Bank	CPJ	6 410,00				
RENT PAID N7							
30 Nov	Bank	CPJ	13 000,00				
CONSUMABLES N8							
1 Nov	Total	b/d	2 750,00				
TRAVEL MATERIAL N9							
27 Nov	Bank	CPJ	3 900,00				

BUSINESS STUDIES

Copyright reserved

Downloaded from www.mycourses.co.za

Downloaded from www.mycourses.co.za

QUESTION 11

The following transactions occurred in the books of GO AWAY TRAVEL in November 2014. Record the transactions in the following journals:

INSTRUCTIONS:

11.1 Creditors Journal with analysis columns for Creditors, Stationery, Equipment and Travel Material (17)

11.2 Cash Receipts Journal with analysis columns for Wages, Creditors and Stationery (15)

11.3 Post all the accounts to the General Ledger and balance the accounts where necessary (18)

11.4 Draw up the Creditors Ledger with accounts for each creditor. Show ALL the amounts due to the creditors in a separate creditors list (26)
[76]

TRANSACTIONS

DAY	
	Bought a new printer and scanner from DIONS WIRED. Paid R7 999,00 by cheque no 4713.
1	Paid R1 400.00 to MCCI for membership – paid by cheque.
2	Bought brochures from Travel Assist on our account. Received their invoice #73 for R2 130,00.
6	Drew a cheque for Petty Cash – R1 000,00.
9	Bought a new sofa from House and Home for R6 900,00, invoice 99.
12	Received stationery ordered from Hoedspruit Stationers, invoiced at R2 473,00.
16	Drew a cheque to pay the weekly wages, R450,00.
19	Received an invoice from PJ Electrical for electric fence, R11 000,00.
23	Bought 8 reams of paper from Hoedspruit Stationers, R240,00 on credit.
25	Received travel material ordered from GR -8 – Ideas on credit, R8 000,00.
29	Paid GR – 8 – ideas amount owing.
	Paid PJ Electrical amount owing.
31	Bought pens, staples and other stationery from CNA - paid R278,90 by cheque.

BUSINESS STUDIES

Copyright reserved

Downloaded from www.mycourses.co.za

Downloaded from www.mycourses.co.za

QUESTION 12

The following information appeared in the books of GO AWAY TRAVEL for November 2014.

INSTRUCTIONS:

12.1 Show the supplementary entries you would make in the Cash Receipts Journal and Cash Payments Journal. (8)

12.2 Post only to the bank account in the General Ledger and balance the account. (6)

12.3 Compile the Bank Reconciliation Statement on 30 November 2014 to reconcile the books of the company with the Bank Statement. (9)
[23]

DETAILS:

a) The column subtotals of the Cash Receipts Journal on 30 November 2014, before the Cash Receipts Journal was compared with the Bank Statement, were as follows:

BANK:	R10 097,00	CREDITORS:	R5 271,00
SUNDRIES:	R2 190,00	COMMISSION:	R1 866,00
DEBTORS:	R770,00		

b) The column subtotals of the Cash Payments Journal on 30 November 2014, before the Cash Payments Journal was compared with the Bank Statement, were as follows:

BANK:	R10 231,30	WAGES:	R600,00
SUNDRIES:	R6 100,00	STATIONERY:	R647,30
DEBTORS:	R2 884,00		

c) On 1 November 2014 the Bank Account showed a debit balance of R7 739,00.

d) On 30 November 2014 the Bank Statement showed a credit balance of R17 083,00.

e) The following bank charges appeared on the Bank Statement only: Deposit fee, R6,12. Levy on debit transaction, R42,58.

f) The Bank showed an unpaid cheque for R473.00 which had been received from P. Mann, a debtor, in settlement of his account of R730,00. The cheque was dishonoured by the bank due to insufficient funds.

g) A debit order for R1 630,00 in favour of GATEWAY appeared in the Bank Statement only.

BUSINESS STUDIES

Copyright reserved

Downloaded from www.mycourses.co.za

Downloaded from www.mycourses.co.za

h) A deposit of R6 880,00 appeared in the Bank Statement only. This amount was for rental which was paid into GO AWAY TRAVEL'S account by Colour Country Florists.

i) The bank debited GO AWAY TRAVEL'S account with cheque no 721 for R3 900,00. This cheque was drawn by GO AWAY TRADERS.

j) The following cheques had not been presented for payment by 30 November 2014: #74 – R4 180,00
#79 – R2 740,00
#83 – R9 120,00

k) Deposits of R470,00 and R6 920,00 respectively did not appear on the Bank Statement.

TOTAL SECTION B: 150
GRAND TOTAL: 200

BUSINESS STUDIES

Copyright reserved

Downloaded from www.mycourses.co.za