



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

# **MARKING GUIDELINE**

**NATIONAL CERTIFICATE  
NOVEMBER EXAMINATION  
TRAVEL OFFICE PROCEDURES N5  
1 DECEMBER 2016**

**This marking guideline consists of 11 pages.**

**SECTION A****QUESTION 1**

- 1.1 True
- 1.2 True
- 1.3 True
- 1.4 False
- 1.5 True

(5 x 1) [5]

**QUESTION 2**

- 2.1 No – the male is 16 years old, which means he does not have contractual capacity.
- 2.2 Yes – people under the age of 18 who are married have full contractual capacity.
- 2.3 Yes – the students are over 18 years of age, which gives them contractual capacity.
- 2.4 No – the client is under the influence of alcohol and therefore has no contractual capacity.
- 2.5 No – although the daughter is assisted by her mother, she does not have a valid driver's license; therefore, she will not be able to hire a vehicle.

(5 x 2) [10]

**QUESTION 3**

Ratification is when the minor reaches age 21 and where the minor contracted without consent, before age 21. Either the guardian or the minor can make the ratification upon reaching maturity. The ratification can be express or implied, which is achieved by continued action after reaching 21.

(2)

Emancipation happens where a minor, 15 years or older, runs his/her own business. He/she is now permitted by the guardian, either expressly or implied, to contract for the business. The emancipation takes place regarding the business only and any other contracts are still concluded with the guardian's help or consent. Other appropriate examples will be accepted (e.g. a person of age 17 who is married; someone who has been given contractual capacity by the court).

(2)

[4]

**QUESTION 4**

- The Post Office Act allows a person over age 7 to deposit and withdraw money from a savings account.
- A minor over 16 can make a will in terms of the Wills Act 7 of 1953. Section 4.
- A minor over 16 can donate his/her body or body tissue for research purposes. Human Tissue Act 65 of 1983. Section 2 read with section 4 of the Wills Act 7 of 1953.
- A minor over 12 can authorize an operation or medical treatment. Children's Act 38 of 2005. Section 129(2) and section 129(4) read with section 31
- A 16-year-old child can be a depositor at a bank where the deed of establishment or statutes of the bank make provision for it. Banks Act 94 of 1990. Section 87(1).
- A child under 18 can enter into a contract (without the assistance of a parental or guardian) if the contract is about the child acquiring rights but no obligations.

(5 x 2) [10]

**QUESTION 5**

- Marriage in community of property.√
- Marriage out of community of property with accrual system.
- Marriage out of community of property with exclusion of the accrual system. (3 x 1) [3]

**QUESTION 6**

A person found guilty of business crimes cannot be appointed to a public position and does not have contractual capacity, therefore he/she cannot enter contracts. [2]

**QUESTION 7**

7.1 Mutual mistake

7.2 Single or unilateral mistake

7.3 Common mistake

(3 x 1) [3]

**QUESTION 8**

- 8.1 E
- 8.2 A
- 8.3 G
- 8.4 H
- 8.5 I
- 8.6 C
- 8.7 D
- 8.8 F

(8 x 1) [8]

**QUESTION 9**

- Contracts concluded with the assistance of a guardian.
- A married person under the age of 21.
- When the minor has been appointed a major by the Supreme Court.
- Where emancipation takes place.
- Through ratification by the minor upon reaching age 21.

(5 x 1) [5]

**TOTAL SECTION A: 50**

**SECTION B**

**QUESTION 10**

10.1

<b>TRIAL BALANCE OF NEVERENDING TRAVEL ON 31 AUGUST 2016</b>					
	FOL	DEBIT		CREDIT	
<b>BALANCE SHEET SECTION</b>					
Bank	B1			26 260,00	✓
Capital	B2			440 000,00	✓
Debtors	B3	14 923,00	✓		
Creditors	B4			31 280,00	✓
Mortgage bond	B5			465 238,00	✓
Petty cash	B6	2 000,00	✓		
Vehicles	B7	140 000,00	✓		
Land and buildings	B8	1 000 000,00	✓		
Equipment	B9	23 790,00	✓		
Stock	B10	9 140,00	✓		
<b>NOMINAL ACCOUNTS</b>					
Commission	N1			293 174,00	✓
Stationery	N2	3 300,00	✓		
Water and electricity	N3	9 159,00	✓		
Rent received	N4			8 000,00	✓
Wages	N5	1 700,00	✓		
Salaries	N6	43 500,00	✓		
Consumables	N7	2 940,00	✓		
Interest on mortgage bond	N8	9 000,00	✓		
Training	N9	4 500,00	✓		
		1 263 952,00	✓	1 263 952,00	✓

(21)

10.2 **INCOME STATEMENT OF NEVERENDING TRAVEL ✓ FOR THE PERIOD  
ENDING 31 AUGUST 2016 ✓**

COMMISSION		293 174,00 ✓
PLUS OTHER INCOME		8 000,00 ✓
Rent Received	8 000,00 ✓	
TOTAL INCOME FOR THE PERIOD		301 174,00 ✓
LESS EXPENSES		74 099,00 ✓
Stationery	3 300,00 ✓	
Water & Electricity	9 159,00 ✓	
Wages	1 700,00 ✓	
Salaries	43 500,00 ✓	
Consumables	2 940,00 ✓	
Interest on mortgage bond	9 000,00 ✓	
Training	4 500,00 ✓	
NET PROFIT FOR THE PERIOD		227 075,00 ✓

(15)

10.3

<b>BALANCE SHEET OF NEVERENDING TRAVEL ON 31 AUGUST 2016✓</b>			
CAPITAL EMPLOYED			1 132 313,00✓
Capital (1)	667 075,00✓		
LONG TERM LIABILITY			
Mortgage Bond	465 238,00✓		
EMPLOYMENT OF CAPITAL			1 132 313,00✓
FIXED ASSETS			1 163 790,00✓
Vehicles	140 000,00✓		
Land and Buildings	1 000 000,00✓		
Equipment	<u>23 790,00</u> ✓		
NET WORKING CAPITAL			-31 477,00✓
CURRENT ASSETS		26 063,00✓	
Debtors	14 923,00✓		
Petty Cash	2 000,00✓		
Stock	<u>9 140,00</u> ✓		
LESS LIABILITIES		57 540,00✓	
Bank	26 260,00✓		
Creditors	<u>31 280,00</u> ✓		
NOTES			
Capital of Trial Balance	440 000,00✓		
Less Drawings	0,00		
Plus Net Profit	<u>227 075,00</u> ✓		
	<u>667 075,00</u> ✓		

(20)  
[56]

**QUESTION 11**

11.1

CRJ	CPJ
11 901,00✓	8 064,00✓
5 260,00✓	3 390,00✓
1 400,00✓	1 490,00✓
6 980,00✓	923,00✓
280,00✓	572,00✓
9 340,00✓	
2 129,00✓	
37 290,00✓	14 439,00✓

(14)

11.2

BANK B1					
Balance	b/d	87 390,00✓	Total payments	CPJ	14 439,00✓
Total receipts	CRJ	37 290,00✓	Balance	c/o	110 241,00✓
		124 680,00✓			124 680,00✓
Balance	b/d	110 241,00✓			

(7)

11.3

BANK RECONCILIATION STATEMENT OF NEVERENDING TRAVEL FOR AUGUST 2016		
	DEBIT	CREDIT
CR Balance according to Bank Statement		129 239,00✓
CR Outstanding deposit		9 400,00✓
DR Outstanding cheques # 4193	23 930,00✓	
# 4199	8 290,00✓	
DR Incorrect credit	3 473,00✓	
CR Outstanding deposit		7 295,00✓
DR Balance according to Bank Account	110 241,00✓	
	145 934,00✓	145 934,00✓

(9)