

EXAMINATION NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CENTRE NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ANSWER BOOK
TRAVEL OFFICE PROCEDURES N5
29 NOVEMBER 2018

QUESTION	MARKER	CHIEF MARKER	INTERNAL MODERATOR
1			
2			
3			
4			
5			
6			
TOTAL:	/200	/200	/200
	%	%	%

This answer book consists of 13 pages.

SECTION AL: FINANCIAL RECORD-KEEPING

QUESTION 1

1.1

CASH RECEIPTS JOURNAL		CASH PAYMENTS JOURNAL	

(11)

1.2

GENERAL LEDGER OF ABC TRAVEL

BANK									

(7)

QUESTION 2

2.1

CASH RECEIPTS JOURNAL OF ABC TRAVEL FOR JUNE 2017

Doc no	Day	Details	Details of sundries	Fol	Sundries	Debtors	Creditors	Commission received	Analysis of receipts	Bank

(27)

2.2

CASH PAYMENTS JOURNAL OF ABC TRAVEL FOR JUNE 2017

Doc no	Day	Payee	Details of sundries	Fol	Sundries	Stationery	Creditors	Bank

(13)

2.3

DEBTORS JOURNAL OF ABC TRAVEL FOR JUNE 2017

Inv no	Day	Debtors	Creditors	Fol	Total debtors	Commission received	Creditors

(11)

2.4

CREDITORS JOURNAL OF ABC TRAVEL FOR JUNE 2017

Inv no	Day	Creditors	Fol	Total creditors	Furniture	Stationery	Sundries	Fol	Details of sundries

(9)
[60]

QUESTION 4

GENERAL LEDGER OF ABC TRAVEL

4.1

PETTY CASH											

(7)

4.2

STATIONERY											

(1)

4.3

REFRESHMENTS											

(3)

[11]

QUESTION 5

5.1 _____

5.2 _____

5.3 _____

5.4 _____

5.5 _____

5.6 _____

5.7 _____

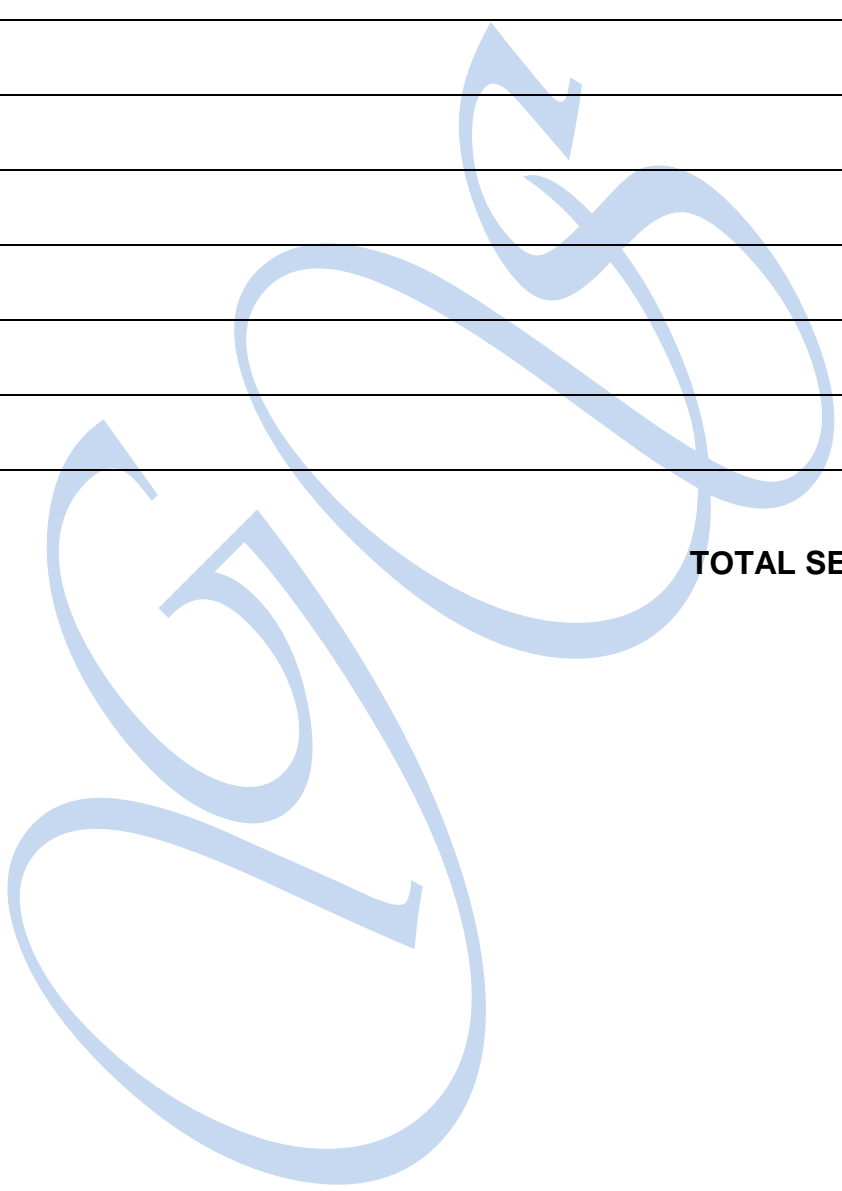
5.8 _____

5.9 _____

5.10 _____

(10 × 1) [10]

TOTAL SECTION A: 150



SECTION B: PRINCIPLES OF LAW

QUESTION 6

6.1 _____

_____ (5)

6.2 _____

_____ (2 + 2) (4)

6.3 6.3.1 _____
6.3.2 _____
6.3.3 _____ (3 × 1) (3)

6.4 _____

_____ (2 × 2) (4)

6.5 _____

_____ (6)

6.6 6.6.1 _____

6.6.2 _____

6.6.3 _____

6.7 6.7.1 _____

6.7.2 _____

6.7.3 _____

(3 × 3) (9)

6.8 6.8.1 _____

6.8.2 _____

6.8.3 _____

(3 × 2) (6)

6.9 6.9.1 _____

6.9.2 _____

(2 × 1) (2)

6.10 _____

(5)
[50]

TOTAL SECTION B: 50
GRAND TOTAL: 200

