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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

TRAVEL OFFICE PROCEDURES N5

29 NOVEMBER 2018

This marking guideline consists of 12 pages.

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SECTION A: FINANCIAL RECORD-KEEPING

QUESTION 1

1.1

CASH RECEIPTS JOURNAL		CASH PAYMENTS JOURNAL	
TOTAL	✓66 460	TOTAL	✓40 000
L. Ishmail	✓19 600	Drawings	✓7 500
D. Brown	✓8 000	Bank charges	✓850
	✓94 060	Budget Insurance	✓6 800
		R/D S. Snow	✓13 250
		Rent paid Q Properties	✓18 000
			✓86 400

(11)

1.2

GENERAL LEDGER OF ABC TRAVEL

BANK									
2017 April	1	Balance	b/d	✓302 680	2017 April	30	Total payments	CPJ	✓86 400
	30	Total receipts	CRJ	✓94 060		30	Balance	c/d	✓310 340
				✓396 740					✓396 740
2017 May	1	Balance	b/d	✓310 340					

(7)

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1.3

BANK RECONCILIATION STATEMENT OF ABC TRAVEL ON 30 APRIL 2017

	DEBIT	CREDIT
Credit balance according to the bank statement		✓292 780
Debit outstanding cheques:		
No. 681	✓3 400	
No. 695	✓33 000	
No. 702	✓5 600	
Debit wrong amount	✓5 300	
Credit outstanding deposits:		
T. Smit		✓6 500
G. Green		✓58 360
Debit balance according to bank account	✓310 340	
	✓357 640	✓357 640

(10)
[28]

NO mark for the amount if the details are incorrect.

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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
887	1	C. Case✓	Capital	✓	200 000				200 000	✓200 000
888	3	T. Trent✓	Rent received	✓	7 000				7 000	
889	3	P. Williams (Contiki)✓					✓28 080	✓3 120	31 200	✓38 200
SCCCF	7	P. Pepper✓ (Air Namibia)					✓6 734	✓666	7 400	✓7 400
890	9	Profmed✓				✓21 000			21 000	✓21 000
891	27	B. Bean✓				✓15 500			15 500	
892	27	R. Reeves (Hollard)✓					✓484,50	✓25,50	510	✓16 010
					✓207 000	✓36 500	√35 298,50	√3 811,50		✓282 610

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2.2

CASH PAYMENTS JOURNAL OF ABC TRAVEL FOR JUNE 2017

Doc no	Day	Payee	Details of sundries	Fol	Sundries	Stationery	Creditors	Bank
C230	1	KLM					6 500	✓6 500
C231	12	Canon	Equipment✓		7 500			✓7 500
C232	12	AMG Furnishers					27 420	✓27 420
C233	16	Municipality	Water and electricity✓		3 890			✓3 890
C234	20	CNA				690		✓690
C235	30	P. Pretty	Salaries✓		12 500			✓12 500
					✓23 890	✓690	✓33 920	✓58 500

(13)

2.3

DEBTORS JOURNAL OF ABC TRAVEL FOR JUNE 2017

Inv no	Day	Debtors	Creditors	Fol	Total debtors	Commission received	Creditors
55	9	R. Reeves✓	AVIS		✓2 730	✓409,50	✓2 320,50
56	16	N. Ngo✓	Holiday Inn Nelspruit		✓3 600	✓360	✓3 240
					✓6 330	✓769,50	✓5 560,50

(11)

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2.4

CREDITORS JOURNAL OF ABC TRAVEL FOR JUNE 2017

Inv no	Day	Creditors	Fol	Total creditors	Furniture	Stationery	Sundries	Fol	Details of sundries
27	3	AMG Furnishers✓		5 300	✓5 300				
28	7	Waltons✓		✓2 740	✓2 400	✓340			
				✓8 040	✓7 700	✓340			

(9)
[60]

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QUESTION 3

3.1

INCOME STATEMENT OF ABC TRAVEL FOR THE YEAR ENDED 31 AUGUST 2017

Commission received		290 000✓
PLUS OTHER INCOME		83 000✓
Rent received	80 000✓	
Interest on fixed deposit: ABSA	3 000✓	
TOTAL INCOME FOR THE PERIOD		373 000✓
LESS EXPENSES		160 000✓
Stationery	15 000✓	
Salaries	90 000✓	
Wages	30 000✓	
Fuel	12 000✓	
Advertisements	4 000✓	
Bank charges	2 000✓	
Refreshments	1 000✓	
Insurance	3 000✓	
Printing costs	1 000✓	
Travel material	2 000✓	
NET PROFIT FOR THE PERIOD		213 000✓

(17)

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3.2

BALANCE SHEET OF ABC TRAVEL ON 31 AUGUST 2017

CAPITAL EMPLOYED			
CAPITAL (Note 1)		954 000	954 000✓
			954 000✓
EMPLOYMENT OF CAPITAL			
FIXED ASSETS			580 000✓
Land and buildings		250 000✓	
Equipment		130 000✓	
Furniture		200 000✓	
INVESTMENTS			150 000✓
Fixed deposit: ABSA		150 000✓	
NET WORKING CAPITAL			224 000✓
CURRENT ASSETS		287 000✓	
Cash (Note 2)	242 000✓		
Debtors	45 000✓		
LESS CURRENT LIABILITIES		63 000✓	
Creditors	63 000✓		
			954 000✓
Note 1: CAPITAL			
Opening balance		750 000✓	
Plus net profit		213 000✓	
		963 000✓	
Less drawings		9 000✓	
		954 000✓	
Note 2: CASH			
Bank		237 000✓	
Petty cash		2 000✓	
Cash float		3 000✓	
		242 000✓	

(24)
[41]

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QUESTION 4

GENERAL LEDGER OF ABC TRAVEL

4.1

PETTY CASH

2017 Sept	1	Balance	b/d	✓2 700	00	2017 Sept	30	Total payments	PCJ	✓2 080	00
	30	Bank	CPJ	✓2 080	00		30	Balance	c/d	✓2 700	00
				✓4 780	00					✓4 780	00
2017 Oct	1	Balance	b/d	✓2 700	00						

(7)

4.2

STATIONERY

2017 Sept	30	Petty cash	PCJ	✓810	00						

(1)

4.3

REFRESHMENTS

2017 Sept	1	Petty cash	PCJ	✓750	00						
	8	Petty cash	PCJ	✓90	00						

(3)
[11]

ALL details must be correct to earn the mark.

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QUESTION 5

5.1 False
5.2 False
5.3 True
5.4 True
5.5 True
5.6 True
5.7 True
5.8 False
5.9 False
5.10 True

(10 × 1) **[10]**

TOTAL SECTION A: 150

SECTION B: PRINCIPLES OF LAW

QUESTION 6

6.1
- The agreement must be legal.
- The parties must have contractual capacity.
- The agreement must not be vague.
- The parties must communicate their intentions to each other.
- The parties must be of the same mind on the subject matter.
- Performance must be possible.
- The necessary formalities must be observed. (Any 5 × 1) (5)

6.2 An offer is like a proposal where a person expresses willingness to be part of a contract, e.g. by going to a travel agency and offer to pay for what is advertised. An advertisement is not an offer.

An offer must be accepted before a contract is legally binding. Acceptance take place after an offer is made, for e.g. the travel agency will accept the payment and take your details to make the contract binding. (2 + 2) (4)

6.3 6.3.1 Mutual
6.3.2 Single/Unilateral
6.3.3 Common

(3 × 1) (3)

6.4
- Insane or mentally ill people are incapable of contracting and will have no contractual capacity. A curator will be appointed to manage their affairs.
- People under the influence of alcohol or drugs will have no contractual capacity. Such a contract will be void if the person can show that he/she was under the influence when concluding the contract. (2 × 2) (4)

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6.5
- With the assistance of a guardian
- Married persons under the age of 18
- Emancipation
- Ratification
- Certain statutory exceptions
- Contracts holding benefits only (6)

6.6 6.6.1 There must be a marriage contract in place before marriage can be out of community of property. Each spouse owns and administrates his/her own affairs and should there be a divorce each spouse keeps what is his/hers.

6.6.2 A marriage contract that stipulates the accrual system must be signed before the marriage. Each spouse will have his/her own assets coming into the marriage but whatever is acquired after marriage will be a joint estate. If there is a divorce the joint estate will be divided equally and everything brought into the marriage will be kept by the specific spouse.

6.6.3 When there is no contract signed before the marriage the spouses will be married in community of property. Everything the spouses own before and during the marriage will be part of the joint estate. Should there be a divorce, everything will be divided equally.

(3 × 3) (9)

6.7 6.7.1
- Public parks
- Beaches
- Mountains (Any TWO)

6.7.2
- Ocean
- Air
- Clouds (Any TWO)

6.7.3
- Drugs
- People
- Rhino horn (Any TWO)

(3 × 2) (6)

6.8 6.8.1 This type of delivery will take place when it is physically impossible to place the goods in the hands of the purchaser. The goods will be pointed out to the purchaser to collect.

6.8.2 When it is impossible to deliver the goods to the purchaser, a symbol like a key or ticket will be handed to the new owner or user.

6.8.3 When the goods are already in the possession of the new owner or user, this type of delivery will take place. It is not necessary to actually deliver the goods as the user already has the goods.

(3 × 2) (6)

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6.9 6.9.1 five
6.9.2 credit provider

(2 × 1) (2)

6.10
- Pay slip or proof of income
- Proof of address
- Budget listing income and expenses
- Identity document
- List of existing debt
- Declaration of financial ability

(Any 5 × 1) (5)
[50]

TOTAL SECTION B: 50
GRAND TOTAL: 200

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