higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N5

24 May 2021

This marking guideline consists of 13 pages.

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QUESTION 1

FOR EDUCATIONAL USE ONLY

COMPANY NAME	PERIOD	DATE
Cycads Only (Identitynumber)	1	31/03/2020

EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE
001	Ms Ann Olivier	

EMPLOYEE CODE	001	EMPLOYEE NAME	Ms Ann Olivier ✓
DESIGNATION	Admin Manager ✓	COST CENTRE	
COMPANY NAME	Cycads Only (Identitynumber)	PERIOD	1
		DATE	31/03/2020 ✓
		RATE	144.21

INCOME

DESCRIPTION	QUANTITY	RATE	AMOUNT
Basic Salary			25,000.00 ✓
Commission			2,500.00 ✓
Travel Allowance			2,000.00 ✓
Cellphone Allowance			450.00 ✓

GROSS EARNINGS 29,950.00

BENEFITS		COMPANY CONTRIBUTIONS	
Taxable Travel Portion	1,600.00 ✓	Pension	1,200.00 ✓
Medical Aid Fringe Benefit	7,000.00	Medical Aid - ER ✓	7,000.00 ✓
		OID Contribution ✓	81.13

DEDUCTIONS

DESCRIPTION	BALANCE	AMOUNT
Staff Association	0.00	100.00 ✓
Pension ✓	0.00	1,875.00 ✓
Med. Aid Tax Credit Applied	0.00	-829.00
PAYE Tax	0.00	6,984.21
UIF Contribution	0.00	148.72
Medical Aid EE ✓	0.00	3,500.00 ✓
Staff Saving	450.00 ✓	50.00 ✓

TOTAL DEDUCTIONS 11,828.93 ✓

LEAVE DAYS DUE 8.25 **NETT PAY** 18,121.07

3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
38,150.00	6,155.21	10,500.00	1,875.00

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FOR EDUCATIONAL USE ONLY

COMPANY NAME	PERIOD	DATE
Cycads Only (Identitynumber)	1	31/03/2020

EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE
002	Ms Lihle Langa	

EMPLOYEE CODE	002	EMPLOYEE NAME	Ms Lihle Langa
DESIGNATION	Financial Manager	COST CENTRE	
COMPANY NAME	Cycads Only (Identitynumber)	PERIOD	1
		DATE	31/03/2020
		RATE	207.66

INCOME

DESCRIPTION	QUANTITY	RATE	AMOUNT
Basic Salary			36,000.00
Special Bonus			1,800.00
Re-imb Travel - Non-taxable	100.00	3.50	350.00
Cellphone Allowance			450.00

GROSS EARNINGS	38,600.00

BENEFITS		COMPANY CONTRIBUTIONS	
Medical Aid Fringe Benefit	6,000.00	Pension	1,500.00
		Medical Aid - ER	6,000.00
		OID Contribution	99.00

DEDUCTIONS

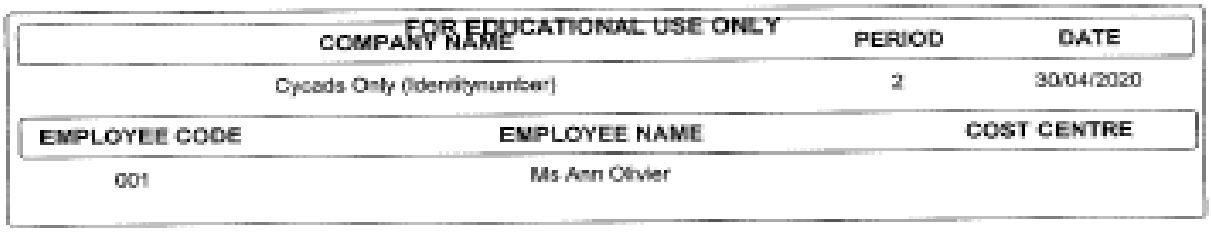
DESCRIPTION	BALANCE	AMOUNT
Staff Association	0.00	100.00
Pension	0.00	2,700.00
Med. Aid Tax Credit Applied	0.00	-620.00
PAYE Tax	0.00	9,428.25
UIF Contribution	0.00	148.72
Medical Aid EE	0.00	3,000.00
Staff Loans	7,250.00	750.00

TOTAL DEDUCTIONS	15,507.97
LEAVE DAYS DUE	3.25
NETT PAY	23,092.03

3699 Gross Remuneration	4103 Total Employee's Tax	4006 Medical Aid Contributions	4001 Pension Fund - Current
45,750.00	8,809.25	9,000.00	2,700.00

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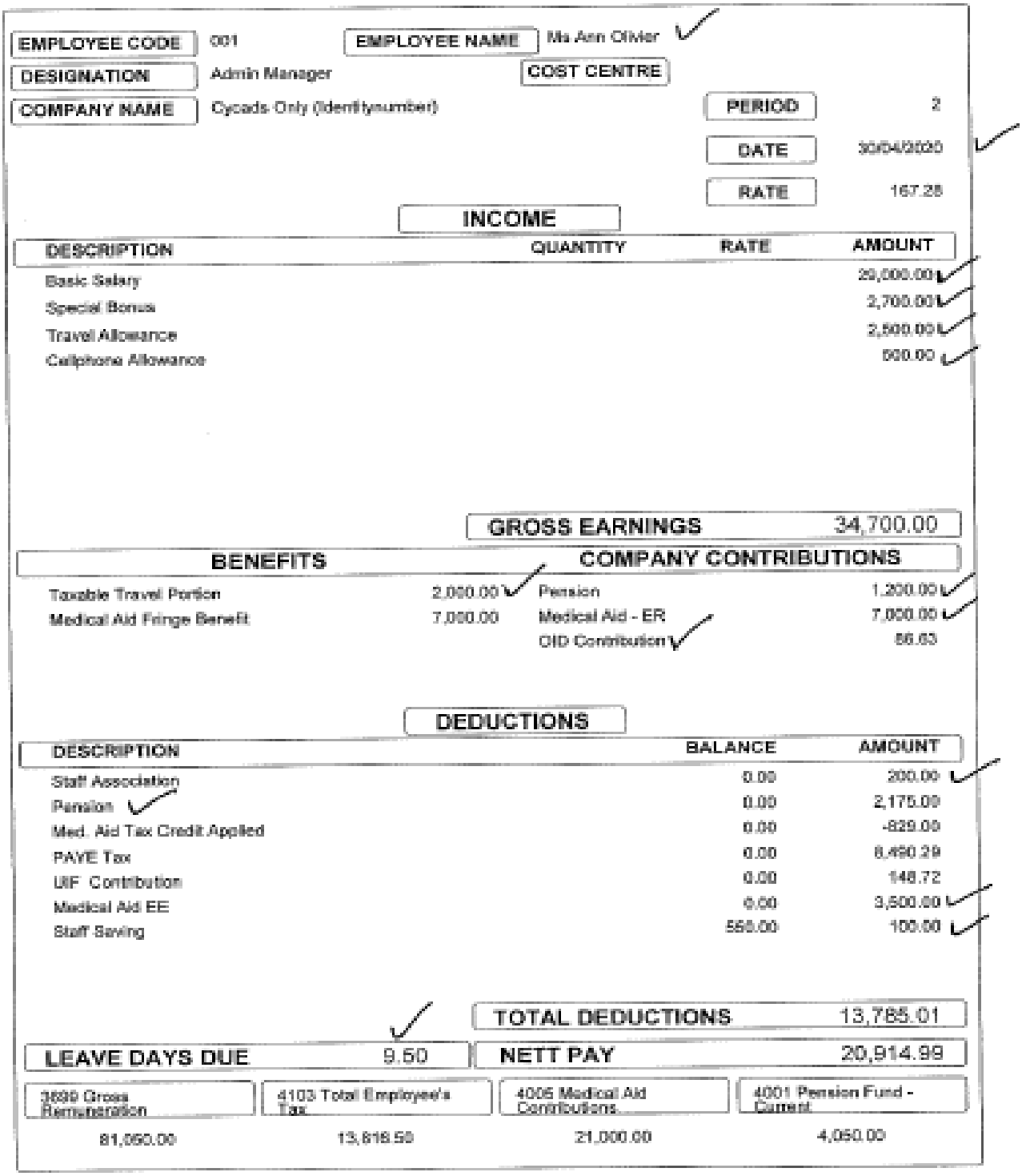
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FOR EDUCATIONAL USE ONLY

COMPANY NAME	PERIOD	DATE
Cycads Only (Identitynumber)	2	30/04/2020

EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE
001	Ms Ann Olivier	



EMPLOYEE CODE	001	EMPLOYEE NAME	Ms Ann Olivier
DESIGNATION	Admin Manager	COST CENTRE	
COMPANY NAME	Cycads Only (Identitynumber)	PERIOD	2
		DATE	30/04/2020
		RATE	167.28

INCOME

DESCRIPTION	QUANTITY	RATE	AMOUNT
Basic Salary			29,000.00
Special Bonus			2,700.00
Travel Allowance			2,500.00
Cellphone Allowance			500.00

GROSS EARNINGS 34,700.00

BENEFITS

Taxable Travel Portion	2,000.00
Medical Aid Fringe Benefit	7,000.00

COMPANY CONTRIBUTIONS

Pension	1,200.00
Medical Aid - ER	7,000.00
OID Contribution	86.03

DEDUCTIONS

DESCRIPTION	BALANCE	AMOUNT
Staff Association	0.00	200.00
Pension	0.00	2,175.09
Med. Aid Tax Credit Applied	0.00	-829.09
PAYE Tax	0.00	8,490.29
UIF Contribution	0.00	148.72
Medical Aid EE	0.00	3,500.00
Staff Saving	555.00	100.00

TOTAL DEDUCTIONS 13,785.01

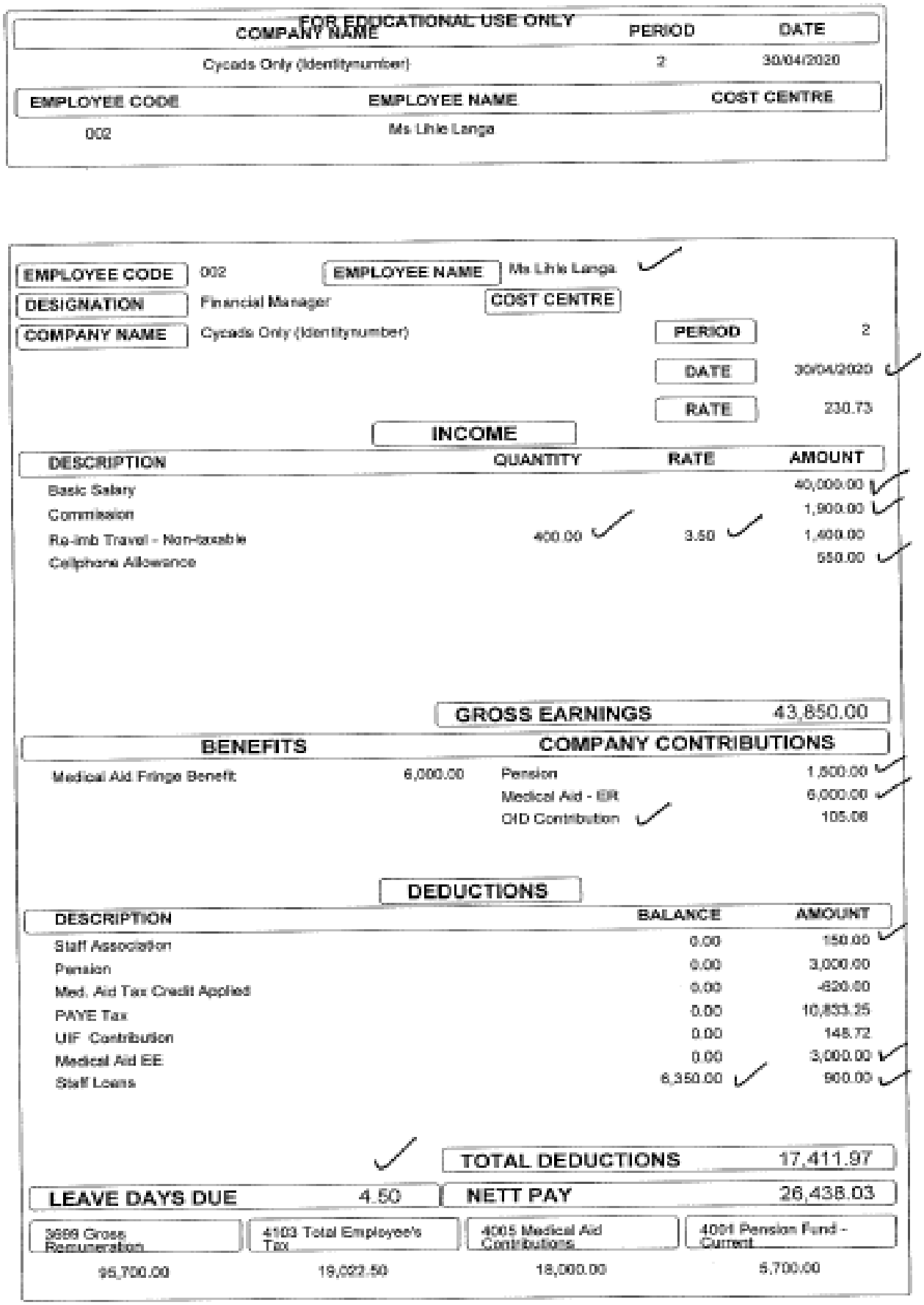
LEAVE DAYS DUE 9.50

NETT PAY 20,914.99

3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
81,050.00	13,818.59	21,000.00	4,050.00

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COMPANY NAME	PERIOD	DATE
Cycads Only (identitynumber)	2	30/04/2020

EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE
002	Ms Lihle Langa	

EMPLOYEE CODE 002 EMPLOYEE NAME Ms Lihle Langa

DESIGNATION Financial Manager COST CENTRE

COMPANY NAME Cycads Only (identitynumber)

PERIOD 2

DATE 30/04/2020

RATE 230.73

INCOME

DESCRIPTION	QUANTITY	RATE	AMOUNT
Basic Salary			40,000.00
Commission			1,900.00
Re-imb Travel - Non-taxable	400.00	3.50	1,400.00
Cellphone Allowance			550.00

GROSS EARNINGS 43,850.00

BENEFITS		COMPANY CONTRIBUTIONS	
Medical Aid Fringe Benefit	6,000.00	Pension	1,500.00
		Medical Aid - ER	6,000.00
		OID Contribution	105.08

DEDUCTIONS

DESCRIPTION	BALANCE	AMOUNT
Staff Association	0.00	150.00
Pension	0.00	3,000.00
Med. Aid Tax Credit Applied	0.00	-620.00
PAYE Tax	0.00	10,853.35
UIF Contribution	0.00	148.72
Medical Aid EE	0.00	3,000.00
Staff Loans	6,350.00	900.00

TOTAL DEDUCTIONS 17,411.97

LEAVE DAYS DUE 4.50 NETT PAY 26,438.03

3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
95,700.00	19,022.50	18,000.00	5,700.00

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FOR EDUCATIONAL USE ONLY

COMPANY NAME	PERIOD	DATE
Cycads Only (Identitynumber)	2	30/04/2020

EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE
003	Mr Lumen Govender	

EMPLOYEE CODE	003	EMPLOYEE NAME	Mr Lumen Govender ✓
DESIGNATION	Sales Manager	COST CENTRE	
COMPANY NAME	Cycads Only (Identitynumber)	PERIOD	2
		DATE	30/04/2020 ✓
		RATE	115.37

INCOME

DESCRIPTION	QUANTITY	RATE	AMOUNT
Basic Salary			20,000.00 ✓
Commission			5,500.00 ✓
Travel Allowance			1,000.00 ✓
Cellphone Allowance			750.00 ✓

GROSS EARNINGS	27,250.00

BENEFITS		COMPANY CONTRIBUTIONS	
Taxable Travel Portion	800.00 ✓	Pension	1,300.00 ✓
Medical Aid Fringe Benefit	5,000.00	Medical Aid - ER	5,000.00 ✓
		OID Contribution ✓	72.88

DEDUCTIONS

DESCRIPTION	BALANCE	AMOUNT
Staff Association	0.00	100.00 ✓
Pension	0.00	1,500.00
Med. Aid Tax Credit Applied	0.00	-310.00
PAYE Tax	0.00	5,705.46
UIF Contribution	0.00	148.72
Medical Aid EE	0.00	2,500.00 ✓
Staff Saving	800.00 ✓	800.00 ✓

TOTAL DEDUCTIONS	10,444.18

LEAVE DAYS DUE	1.25	NETT PAY	16,805.82

3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
33,550.00	5,395.46	7,500.00	1,500.00

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Educational Pack (For Educational Use Only) - Cycads Only (Identitynumber)

Employee Masterfile

603 Mr Luman Govender ✓ **Profile :** **Status : Processed**

Personal

Details

Start Date	01/04/2020
Date of Birth	18/07/1984
Identification Number	8407180411083
Passport Number	
Country of Issue	
Gender	Male
Marital Status	Single ✓
Dependants	0

Contacts

Work Phone No.	
Home Phone No	
Cell Number	
Fax No	
Contact Name	
Contact No.	
E-mail Address	

Preferences

Self Service	No
Income Verification	No

Addresses

Postal Address

Same as Residential

Residential Address

Unit Number	58
Complex	Acacia
Street Number	58
Street/Name of Farm	Ironstone Road
Suburb/District	Silverglen
City/Town	Durban
Postal Code	4000
Country Code	ZA

✓

Payment Details

Pay Frequency	Monthly
Payment Method	Bank Transfer
Pay Point	
Payslip Language	ENG English

Bank/Branch	103
Account Number	4014561
Account Holder	Govender L
Account Holder Relationship	Own
Account Type	Cheque
Foreign Bank Account	False
Credit Line No.	

✓

Cost Centre	
Job Code	
Department Code	
Occupation	Sales Manager ✓
Reports To	

Skills & Equity

Race	
Province	
Citizenship	RSA
Foreign National	No
Disabled	No

Occupational Level
Occupational Category
Occupational Function
Workplace Category

---------- End of Report ----------

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Cycads Only (Identitynumber) 2020 24/02/2020 02:37:49 PM Page: 1

Educational Pack (For Educational Use Only) - Cycads Only (Identitynumber)

Employee Masterfile

002 Ms Lihle Langa ✓ Profile : Status : Processed

Personal

Details

Start Date	01/04/2000
Date of Birth	18/07/1984
Identification Number	8407180411083
Passport Number	
Country of Issue	
Gender	Female
Marital Status	Married
Dependants	1

Contacts

Work Phone No.	
Home Phone No	
Cell Number	
Fax No	
Contact Name	Mfundo ✓
Contact No.	
E-mail Address	

Preferences

Self Service	No
Income Verification	No

Addresses

Postal Address

Same as Residential

Residential Address

Unit Number	43
Complex	Grapevine
Street Number	43
Street/Name of Farm	Canbury Circle
Suburb/District	Mount Edgecombe
City/Town	Durban
Postal Code	4000
Country Code	ZA

✓

Payment Details

Pay Frequency	Monthly
Payment Method	Bank Transfer
Pay Point	
Payslip Language	ENG English

Bank/Branch	002
Account Number	4882370
Account Holder	Langa L
Account Holder Relationship	Own
Account Type	Cheque
Foreign Bank Account	False
Credit Line No.	

✓

Cost Centre	
Job Code	
Department Code	
Occupation	Financial Manager ✓
Reports To	

Skills & Equity

Race		Occupational Level	
Province		Occupational Category	
Citizenship	RSA	Occupational Function	
Foreign National	No	Workplace Category	
Disabled	No		

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Print Note ✓

Type	Code	Status	Subject	Action Date	Entry Date
Employee	003 ✓	Open	Performance ✓	(31/10/2020)	(31/10/2020)

Note
Employee accepted a performance based contract, expected target sales per month must be greater than R 150 000. ✓

N.B.
Both the Action Date as well as the Entry Date wil be the date when the examination was written.

(5)
[100]

TOTAL SECTION A: 100

QUESTION 2

AUTO CITI
STOCK COST STATEMENT on 31 JANAUARY 2020

Stock Code	Description	Quantity	Cost Price per unit	Selling Price per unit VAT Exclusive	VAT per unit @ 15%	Selling price per unit VAT Inclusive	Gross profit per unit	Gross profit % per unit
Opel X	Opel Crossland X1.2 Turbo	8	R314,995	R393,743.75	R59,062	R452,805	R78,749	20%
Jag E	Jaguar E-Pace D240	2	R869,000	R1,216,600.00	R182,490	R1,399,090	R347,600	29%
Honda	Honda Jazz 1.2 Trend	9	R204,700	R245,640.00	R36,846	R282,486	R40,940	17%
Audi RS	Audi RS5 TFSI coupe	3	R1,300,000	R1,885,000.00	R282,750	R2,167,750	R585,000	31%
				√	√	√	√	√
				√	√	√	√	√
				√	√	√	√	√
				√	√	√	√	√

Amounts must be with currency	√
Amounts must be with no decimals	√
Use of both vertical and horizontal lines	√
Identity Number (LEFT) and Question 2 on the (RIGHT) as a Footer	√
Printed on one page as landscape	√

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Identity number

Question 2

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QUESTION 3

Identity number

Question 3

BASIC WAGE ADVICE OF DA CAPO FOR THE WEEK ENDED 31 MAY 2020					
INCOME			DEDUCTIONS		
Normal Hours	40	√	Pension	R1,050.00	√√
Normal Rate	R350.00	√	UIF	R194.25	√√
Normal Income	R14,000.00	√	Medical Aid	R980.00	√
Overtime Hours – Saturday	5	√	PAYE	R4,593.75	√√
Overtime Rate - Saturday	R525.00	√√	Union Fees	R90.00	√
Overtime Income - Saturday	R2,625.00	√	Club Fees	R50.00	√
Overtime Hours – Sunday	4	√			
Overtime Rate - Sunday	R700.00	√√			
Overtime Income - Sunday	R2,800.00	√			
Gross Income	R19,425.00	√√	Total Deductions	R6,958.00	√

Net Income	R12,467.00	√

All amounts must be with currency and two decimals	√

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QUESTION 4

Identity number

Question 4

STOCK CARD FOR HARMONY GOLD ON 31 MARCH 2020												
DATE	QUANTITIES				AVERAGE PRICE PER BOX		COST PRICE					
	PURCHASES	SALES	ON HAND				PURCHASES		SALES		ON HAND	
1			20		800						16000	√
2	200		220		891	√	180000	√			196000	√
3		150	70	√	891				133636	√	62364	√
5	600		670		971	√	588000	√			650364	√
6		350	320	√	971				339742	√	310621	√
7	120		440		976	√	118800	√			429421	√
18		80	360	√	976				78077	√	351345	√
30	120		480		979	√	118800	√			470145	√
31		200	280	√	979				195894	√	274251	√

N.B.

With the use of integers, there is no need to award method marks. Mark as above.

With regards to the average price, mark either the amount when purchases were made as above or when sales were made

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QUESTION 5

Notes to the Cash flow Statement of Under Armour on 31 May 2020

1. Cash received from Clients			R1,111,510	√
Sales	R1,171,510	√		
Increase in Debtors	-R60,000	√		
2. Cash paid to Employees and Suppliers			-R1,086,486	√
Sales	R1,171,510	√		
Net Profit	-R36,474	√√		
Expenses for the period/year	-R1,135,036	√		
Interest Received	-R12,750	√		
Interest Paid	R19,750	√		
Depreciation	R40,450	√√		
Loss on sale of asset	R21,100	√√		
Increase in Creditors	R25,000	√		
Increase in Stock	-R45,000	√		
3. Reconciliation of Profit			R25,024	√
Net Profit	R36,474	√		
Adjusted by:				
Increase in Debtors	-R60,000	√		
Interest Received	-R12,750	√		
Interest Paid	R19,750	√		
Depreciation	R40,450	√		
Loss on sale of asset	R21,100	√		
Increase in Creditors	R25,000	√		
Increase in Stock	-R45,000	√		

N.B.
The amounts stated must be with the correct signs.

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TOTAL SECTION B: 100
GRAND TOTAL: 200

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