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 15 pages.

EXAMINATION NUMBER: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

CENTRE NUMBER: [ ][ ][ ][ ][ ][ ][ ][ ][ ]

SECTION AL: FINANCIAL RECORD-KEEPING

QUESTION 1

1.1

CASH RECEIPTS JOURNAL	CASH PAYMENTS JOURNAL

(11)

EXAMINATION NUMBER:

CENTRE NUMBER:

1.2

GENERAL LEDGER OF ABC TRAVEL

BANK									

(7)

EXAMINATION NUMBER: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

CENTRE NUMBER: [ ][ ][ ][ ][ ][ ][ ][ ][ ]

1.3

BANK RECONCILIATION STATEMENT OF ABC TRAVEL ON 30 APRIL 2017

	DEBIT	CREDIT

(10)

[28]

EXAMINATION NUMBER:

CENTRE NUMBER:

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)

EXAMINATION NUMBER:

CENTRE NUMBER:

2.2

CASH PAYMENTS JOURNAL OF ABC TRAVEL FOR JUNE 2017

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

(13)

EXAMINATION NUMBER:

CENTRE NUMBER:

2.3

DEBTORS JOURNAL OF ABC TRAVEL FOR JUNE 2017

Inv no	Day	Debtors	Creditors	Fol	Total debtors	Commission received	Creditors

(11)

EXAMINATION NUMBER:

CENTRE NUMBER:

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]

EXAMINATION NUMBER: ☐☐☐☐☐☐☐☐☐☐☐☐☐

CENTRE NUMBER: ☐☐☐☐☐☐☐☐☐☐

QUESTION 3

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

(17)

Please turn over

EXAMINATION NUMBER:

CENTRE NUMBER:

3.2 **BALANCE SHEET OF ABC TRAVEL ON 31 AUGUST 2017**

(24)

[41]

EXAMINATION NUMBER:

CENTRE NUMBER:

QUESTION 4

GENERAL LEDGER OF ABC TRAVEL

4.1

PETTY CASH											

(7)

4.2

STATIONERY											

(1)

4.3

REFRESHMENTS											

(3)

[11]

EXAMINATION NUMBER:

CENTRE NUMBER:

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

EXAMINATION NUMBER:

CENTRE NUMBER:

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)

EXAMINATION NUMBER:

CENTRE NUMBER:

6.5 _____

_____

_____

_____

_____

_____ (6)

6.6   6.6.1 _____

_____

_____

6.6.2 _____

_____

_____

6.6.3 _____

_____

_____ (3 × 3)   (9)

6.7   6.7.1 _____

_____

6.7.2 _____

_____

6.7.3 _____

_____ (3 × 2)   (6)

EXAMINATION NUMBER:

CENTRE NUMBER:

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