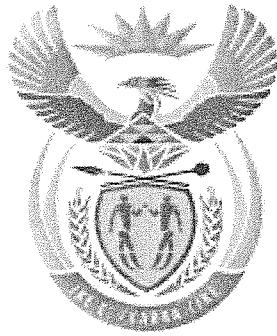


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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
JUNE EXAMINATION
TRAVEL OFFICE PROCEDURES N5**

6 JUNE 2014

This marking guideline consists of 9 pages.

SECTION A**QUESTION 1**

- 1.1 True
- 1.2 False
- 1.3 True
- 1.4 True
- 1.5 False
- 1.6 False
- 1.7 False
- 1.8 True
- 1.9 True
- 1.10 True

(10 × 1) [10]

QUESTION 2

- Lawful
- Contractual capacity
- Intention to contract
- Communication of the intent to contract
- A meeting of the minds of the contracting parties

[5]

QUESTION 3

- Clear, definite and unambiguous.
- Only the person(s) to whom the offer was communicated may accept the offer.
- The acceptance must be communicated.
- The acceptance of the offer must be made in the intended manner.
- The acceptance of the offer must be in its entirety and confirm that a legal and binding contract is sought.

[5]

QUESTION 4

Contractual capacity means the ability to incur the rights and duties which flow from an agreement, incur liability from wrongful acts, perform legal acts, to sue or be sued, or be a party to legal events.

[3]

QUESTION 5

- The Post Office Act allows a person over the 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.
- A minor over 16 can donate his/her body or body tissue for research purposes.
- A minor over 18 can authorise an operation or medical treatment.
- A minor over 18 can take out an insurance policy in terms of the Insurance Act.

[5]**QUESTION 6**

- She could run the household – buy food and necessities and arrange for medical service without his consent.
- She could run her own business without seeking approval for each decision.
- The wife could take out insurance for herself and operate her own bank account.

[3]**QUESTION 7**

- A mistake of law
- Mistake in motive
- Mistake in expression or care
- Mistake of fact

[4]**QUESTION 8**

- Common mistake: both parties make the same mistake which makes the contract void
- Mutual mistake: both parties make a mistake but different to each other.
- Single or unilateral mistake: one party makes a mistake which, if both material and reasonable, voids the contract.

[6]**QUESTION 9**

- The right to an inheritance from the person still alive.
- Public Property may not be traded.
- Goods which have restrictions placed on them.
- Natural things like the sun, the sea, rivers and air cannot be sold.

[4]

QUESTION 10

Section 13 of the Credit Agreements Act allows the credit receiver – the purchaser – to a cooling off period of 5 days to reconsider the agreement. But, for this section to be operative, the seller must have started the contract, and the agreement must have been signed at a place other than where the seller normally does business. The purchaser must give written notice to terminate the agreement, and return any goods already in his/her possession. The seller must return any monies already received within 10 days of receiving notification from the buyer to cancel.

[5]
[50]**TOTAL SECTION A: 50****SECTION B****QUESTION 11****11.1 TRIAL BALANCE OF DTF TOURS ON 30 JUNE 2014**

	FOL	DEBIT	CREDIT
BALANCE SHEET SECTION			
Bank	B1	2 539 361,00	
Capital	B2		870 000,00
Creditors	B3		23 000,00
Debtors	B4	7 920,00	
Drawings	B5	1 730,00	
Equipment	B6	12 999,00	
Vehicles	B7	170 000,00	
Land & Buildings	B8	200 000,00	
Mortgage Bond	B9		2 000 000,00
NOMINAL ACCOUNTS			
Wages	N1	1 540,00	
Stationery	N2	370,00	
Water & Electricity	N3	6 240,00	
Commission	N4		298 000,00
Interest on Mortgage Bond	N5	20 000,00	
Marketing	N6	7 270,00	
Rent Received	N7		19 000,00
Salaries	N8	230 000,00	
Telephone	N9	9 260,00	
Refreshments	N10	140,00	
Vehicle expenses	N11	3 170,00	
		3 210 000,00	3 210 000,00

(21)

11.2 INCOME STATEMENT OF DTF TOURS FOR THE YEAR ENDED 30 JUNE 2014

COMMISSION		298 000,00
PLUS OTHER INCOME		19 000,00
Rent Received	19 000,00	
TOTAL INCOME FOR THE PERIOD		317 000,00
LESS EXPENSES		277 990,00
Wages	1 540,00	
Stationery	370,00	
Water & Electricity	6 240,00	
Interest on Mortgage Bond	20 000,00	
Marketing	7 270,00	
Salaries	230 000,00	
Telephone	9 260,00	
Refreshments	140,00	
Vehicle expenses	3 170,00	
NET PROFIT FOR THE PERIOD		39 010,00

(14)

11.3 BALANCE SHEET OF DTF TOURS ON 30 JUNE 2014

CAPITAL		2 907 280,00
Capital (1)	907 280,00	
LONG-TERM LIABILITIES		2 000 000,00
Mortgage Bond	2 000 000,00	
EMPLOYMENT OF CAPITAL		2 907 280,00
FIXED ASSETS		382 999,00
Equipment	12 999,00	
Vehicles	170 000,00	
Land and Buildings	200 000,00	
NET WORKING CAPITAL		2 524 281,00
CURRENT ASSETS		2 547 281,00
Bank	2 539 361,00	
Debtors	7 920,00	
LESS LIABILITIES		23 000,00
Creditors	23 000,00	
NOTES		
1) Capital of Trial Balance	870 000,00	
Less drawings	1 730,00	
Plus net profit	39 010,00	
	907 280,00	

(19)

[54]

QUESTION 12

12.1

CASH RECEIPTS JOURNAL		CASH PAYMENTS JOURNAL	
BANK		BANK	
	9 610,00		16 217,00
	714,00		313,00
	1 900,00		5 125,00
	3 486,00		1 000,00
			1 695,00
	15 710,00		24 350,00

(11)

12.2

BANK B1

DATE	DETAILS	FOL	R	DATE	DETAILS	FOL	R
1 Jun	Balance	b/d	12 130,00	30 Jun	Total Payment	CPJ	24 350,00
30 Jun	Total Receipts	CRJ	15 710,00		Balance	c/o	3 490,00
			27 840,00				27 840,00
1 July	Balance	b/d	3 490,00				

(6)

12.3 **BANK RECONCILIATION STATEMENT OF DTF TOURS ON 30 JUNE 2014**

	DEBIT	CREDIT
CR Balance according to Bank Statement		8 360,00
CR Outstanding Deposits		320,00
CR Outstanding cheques # 81	1 730,00	
# 87	6 600,00	
CR Incorrect debit		3 140,00
DR Balance according to Bank Account	3 490,00	
	11 820,00	11 820,00

(8)

[25]

13.1 Cash Receipts Journal of DTF Tours – June 2014

DOC	DAY	DETAILS	SUNDRY	SUNDRY AMOUNT	DEBTORS	CREDITORS	COMMISSION	ANALYSIS OF RECEIPTS	BANK
1	Z83	C. Clark	Capital	140 000,00				140 000,00	140 000,00
6	Z84	Sale – SAA				7 198,10	711,90	7 910,00	7 910,00
9	Z85	Sale – Intercap				1 089,00	121,00	1210,00	
9	Z86	Sale – Budget				3 726,85	196,15	3 923,00	5 133,00
10	Z87	Sale – JE				725,40	54,60	780,00	780,00
17	Z88	C. Rock	Rent Received	6 200,00				6 200,00	6 200,00
19	Z89	Sale – AF				11 628,89	1 150,11	12 779,00	12 779,00
26	Z90	Sale – Sandton Sun				17 640,00	1 960,00	19 600,00	19 600,00
27	Z91	Sale – Blue Train				43 200,00	4 800,00	48 000,00	48 000,00
30	Z92	Sale – Spier Winelands				657,00	73,00	730,00	730,00
				146 200,00		85 865,24	9 066,76		241 132,00

(24)

13.2 Cash Payments Journal of DTF Tours – June 2014

DOC	DAY	DETAILS	SUNDRY	SUNDRY AMOUNT	WAGES	STATIONERY	DEBTORS	BANK
1	5142	CTM	Tiles	3 709,00				3 709,00
5	5143	CIB Insurance	Insurance	4 520,00				4 520,00
6	5144	CNA				279,00		279,00
12	5145	SAA					7 198,10	7 198,10
13	5146	D. Swarts			150,00			150,00
13	5147	Budget Car Rental					3 726,85	3 726,85
18	5148	Oasis	Refill	105,00				105,00
24	5149	8-ta	Tel Account	2 000,00				2 000,00
25	5150	D. Swarts			150,00			150,00
30	5151	Exclusive Books				154,00		154,00
30	5152	Volkswagen	Vehicle service	3 900,00				3 900,00
				<u>14 234,00</u>	<u>300,00</u>	<u>433,00</u>	<u>10 924,95</u>	<u>25 891,95</u>

(24)

MARKING GUIDELINE

13.3 Petty-Cash Journal of DTF Tours – June 2014

DOC	DAY	DETAILS	SUNDRY	SUNDRY AMOUNT	COURIER	REFRESHMENTS	PARKING	PETTY CASH
3	83	Post Office			54,90			54,90
3	84	SPAR				273,55		273,55
8	85	OR Tambo Airport					17,00	17,00
9	86	CNA	Stationery	29,70				29,70
13	87	Skynet			73,90			73,90
15	88	HLA Airport					14,00	14,00
16	89	CNA	Stationery	57,30				57,30
21	90	KFC				187,70		187,70
23	91	Skynet			67,70			67,70
25	92	SPAR	Stationery	174,99				174,99
26	93	Barry's Locksmith	Dupl. remote	119,00				119,00
29	94	MICA	Light bulbs	78,80				78,80
				<u>459,79</u>	<u>196,50</u>	<u>461,25</u>	<u>31,00</u>	<u>1148,54</u>

(23)

[71]

TOTAL SECTION B: 150

GRAND TOTAL: 200