

higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1450(E)(J6)H
JUNE EXAMINATION

NATIONAL CERTIFICATE

TRAVEL OFFICE PROCEDURES N5

(4021165)

6 June 2014 (X-Paper)
09:00–12:00

This question paper consists of 8 pages and an ANSWER BOOK of 13 pages.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
TRAVEL OFFICE PROCEDURES N5
TIME: 3 HOURS
MARKS: 200**

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
 2. Read ALL the questions carefully.
 3. Number the answers according to the numbering system used in this question paper.
 4. ALL questions should be answered on the attached ANSWER BOOK. NO paper may be brought into the EXAMINATION VENUE.
 5. ALL work you do not want to be marked must be clearly crossed out.
 6. Show ALL the calculations.
 7. NO pencil should be used to answer questions.
 8. Write neatly and legibly.
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SECTION A

QUESTION 1

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (1.1–1.10) in the ANSWER BOOK.

- 1.1 The magistrate's court decides on all sorts of daily matters within each magisterial district.
- 1.2 A person under the age of 7 has limited contractual capacity.
- 1.3 A married person under the age of 21 has full contractual capacity.
- 1.4 Contracts formed with an enemy of the state are void.
- 1.5 Mistake concerning the identity of the parties is when one of the parties involved in a contract does not have an identity document.
- 1.6 A mistake of fact does not allow a contract to be voided.
- 1.7 Anything can be a *merx* in a contract of sale.
- 1.8 The right to the inheritance from a person still alive may never be traded.
- 1.9 A mentally ill person may not contract.
- 1.10 The Post Office Act (1958) allows a person over 7 to deposit and withdraw money from a savings account.

(10 × 1) [10]

QUESTION 2

Name the FIVE essential elements to a contract. [5]

QUESTION 3

State the requirements for acceptance of an offer. [5]

QUESTION 4

What is meant by *contractual capacity*? [3]

QUESTION 5

Discuss the ability of minors to contract.

[5]

QUESTION 6

Women married before 1 November 1984 had limited contractual capacity, but in some instances they did not need the husband's approval.

State THREE of these instances.

[3]

QUESTION 7

Name the FOUR types of mistakes when concluding an agreement.

[4]

QUESTION 8

Mistake of fact can be of three types.

Name and explain the THREE types.

[6]

QUESTION 9

There are things that may never be traded in a contract of sale.

Name these FOUR things.

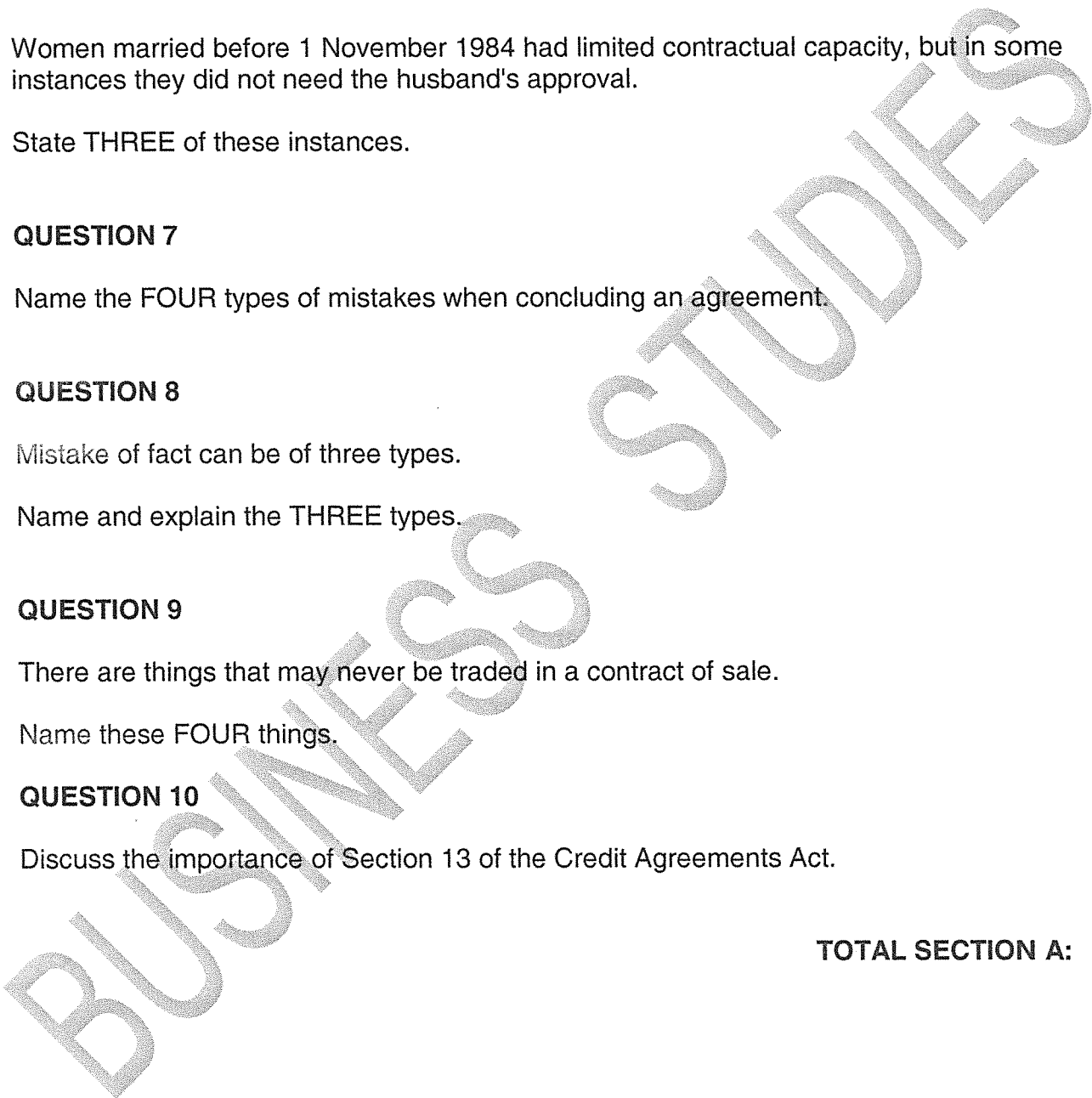
[4]

QUESTION 10

Discuss the importance of Section 13 of the Credit Agreements Act.

[5]
[50]

TOTAL SECTION A: 50



SECTION B**QUESTION 11**

Use the information of DTF Tours for June 2014 given below to draw up the following:

- 11.1 Trial Balance of DTF Tours on 30 June 2014. (21)
- 11.2 Income Statement of DTF Tours for the year ended 30 June 2014. (14)
- 11.3 Balance Sheet of DTF Tour on 30 June 2014. (19)

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
		5 825 010,00	594 990,00

[54]

QUESTION 12

The following information appeared in the books of DTF Tours for June 2014.

INSTRUCTIONS:

- 12.1 Show only the entries you would make in the Cash Receipts Journal and the Cash Payments Journal, Bank column. (11)
- 12.2 Post only to the Bank Account in the General Ledger. (6)
- 12.3 Compile the Bank Reconciliation Statement on 30 June 2014 to reconcile the books of DTF Tours with the bank statement. (8)

DETAILS:

1. The Bank Account reflected a debit balance of R12 130,00 on 1 June 2014.
2. The Bank total of the Cash Receipts Journal – R9 610,00.
3. The Bank total of the Cash Payments Journal – R16 217,00
4. A comparison between the Bank Statement, Cash Receipts Journal and Cash Payments Journal reflected the following differences:
 - (a) The Bank Statement showed a credit balance of R8 360,00.
 - (b) An amount of R313,00 was deducted from the Bank Account for bank charges.
 - (c) The following cheques have not been presented for payment:
 - # 81 – R1 730,00
 - # 87 – R6 600,00
 - (d) An amount of R714,00 was received from Peter Motai for his AVIS account.
 - (e) An amount of R5 125,00 was credited from our account for excess payment of an insurance claim.
 - (f) An amount of R3 140,00 was erroneously debited from our account.
 - (g) An amount of R320,00 was recorded in the Cash Receipts Journal but not on the Bank Statement.
 - (h) Amounts of R1 900,00 and R3 486,00 were paid directly into our account from debtors.
 - (i) An amount of R1 000,00 was deducted on our Bank Statement as payment of our debit order to Capitec.
 - (j) Mr. C Schutte's cheque for R1 695,00 was dishonoured by the bank due to insufficient funds. [25]

QUESTION 13

You work for DTF Tours. The following transactions took place for June 2014. You are required to record the transactions in the following journals:

- 13.1 Cash Receipts Journal with analysis columns for Debtors, Creditors and Commission. (24)
- 13.2 Cash Payments Journal with analysis columns for Wages, Stationery and Debtors. (24)
- 13.3 Petty-Cash Journal with analysis columns for Courier, Refreshments and Parking Fees. (23)

INFORMATION**COMMISSION STRUCTURE:**

Air Tickets – Domestic – 7%

Air Tickets – International – 9%

Accommodation, Tours, Coach, Rail, Cruises – 10%

Car Rental – 5%

TRANSACTIONS**RECEIPTS ISSUED**

DATE	DOC	FROM	FOR WHAT	AMOUNT
1	Z83	C. Clark	Capital	R140 000,00
6	Z84	D. Du Toit	Air ticket: JNB WDH – SAA	R7 910,00
9	Z85	P. Rabe	Intercape: JNB – CPT	R1 210,00
9	Z86	G. Clooney	Budget : DUR	R3 923,00
10	Z87	D. Washington	Air ticket: JNB DUR – JE	R780,00
17	Z88	C. Rock	Rent office space	R6 200,00
19	Z89	T. Cruise	Air ticket: CPT – CDG – AF	R12 779,00
26	Z90	S. Sarandon	4 nights stay @ Sandton Sun	R4 900,00 prpn
27	Z91	T. Woods	Blue Train package	R48 000,00
30	Z92	A. Baldwin	Spier Wine lands Tour	R730,00

CHEQUES ISSUED

DATE	DOC	TO WHOM	FOR WHAT	AMOUNT
1	5142	CTM	Tiles for office	R3 709,00
5	5143	CIB Insurance	Insurance	R4 520,00
6	5144	CNA	Pens & Typing paper	R279,00
12	5145	SAA	Amount due	
13	5146	D. Swarts	Wages	R150,00
13	5147	Budget Car Rental	Amount due	
18	5148	Oasis	Refill water bottles	R105,00
24	5149	8-ta	Cellphone Account	R2 000,00
25	5150	D. Swarts	Wages	R150,00
30	5151	Exclusive Books	Coloured paper	R154,00
30	5152	Volkswagen	Service on vehicle	R3 900,00