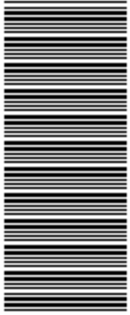


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# higher education & training

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

**N1520(E)(J20)H  
JUNE EXAMINATION  
NATIONAL CERTIFICATE  
TRAVEL OFFICE PROCEDURES N5**

(4021165)

**20 June 2016 (X-Paper)  
09:00–12:00**

**This question paper consists of 8 pages and an answer book of 16 pages.**

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

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**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 in the attached ANSWER BOOK.
  5. NO paper may be brought into the examination venue.
  6. Show ALL calculations.
  7. All work you do not want to be marked must be clearly crossed out.
  8. NO marks will be given for answers written in pencil.
  9. Write neatly and legibly.
-

**SECTION A****QUESTION 1**

Generally all persons have contractual capacity.

What is the meaning of capacity in this context?

[3]

**QUESTION 2**

Name FIVE statutory exceptions where various laws allow a minor to contract.

[5]

**QUESTION 3**

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (3.1–3.10) in the ANSWER BOOK.

- 3.1 As long as a merx has a possibility of coming into existence, a person can contract.
- 3.2 A member of parliament may not have been found guilty of a business crime.
- 3.3 A prodigal is someone whose debts exceed their assets.
- 3.4 Contractual capacity only applies to adults over 21.
- 3.5 Two people cannot contract if they are not of the same mind.
- 3.6 A mistake of law does not influence the free consent of the parties.
- 3.7 Symbolic delivery is when the person is given the actual product he bought.
- 3.8 The names of the seller and buyer are one of the minimum statutory requirements for inclusion in a credit agreement.
- 3.9 A single or unilateral mistake is when only one party made a mistake.
- 3.10 A minor over 7 may make a will.

(10 × 1) [10]

**QUESTION 4**

Name THREE types of *mistakes of fact*.

**[3]****QUESTION 5**

Name the THREE elements in the formation of a contract of sale.

**[3]****QUESTION 6**

If you go into a contract of sale with someone may they pay you in Euros? Give a reason for your answer.

**[2]****QUESTION 7**

7.1 Can you enter into a contract of sale if the contract requires you to sell a piece of public land? Give a reason for your answer.

**(2)**

7.2 Name THREE other things that may not be sold in a contract of sale.

**(3)****[5]****QUESTION 8**

What does *delivery with the short-hand* mean?

**[2]****QUESTION 9**

State whether the following people may enter into a contract and give a reason for your answer:

9.1 Prodigal

9.2 Child over 7 years of age

9.3 Mentally ill person

9.4 Married person under the age of 21

9.5 Student over 21

**(5 × 1)****[10]**

**QUESTION 10**

Name FIVE essential elements of a contract.

[5]

**QUESTION 11**

Name TWO of the four categories of *Mistakes of fact*.

[2]

**TOTAL SECTION A: 50**

**SECTION B****QUESTION 12**

12.1 Make the supplementary entries in the cash receipts journal and cash payments journal. (33)

12.2 Post only to the bank account in the general ledger and balance the account. (6)

12.3 Compile the bank reconciliation statement on 30 June 2016 to reconcile the books of the company with the bank statement. (9)

The following information on THIS PAGE and the NEXT PAGE appeared in the books of A–Z Travel for June 2016:

a) The column subtotals of the cash receipts journal on 30 June 2016 before the cash receipts journal was compared with the bank statement are as follows:

SUNDRIES	DEBTORS	CREDITORS	COMMISSION	BANK
R 2 024,00	R 1 218,00	R 8 260,00	R 1 938,00	R 13 440,00

b) The column subtotals of the cash payments journal on 30 June 2016 before the cash payments journal was compared with the bank statement are as follows:

SUNDRIES	EQUIPMENT	DEBTORS	VEHICLE EXPENSES	BANK
R 2 707,00	R 6 320,00	R 1 100,00	R 12 320,00	R 22 447,00

c) The bank account debit balance on 1 June 2016 was R 12 250,00.

d) The credit balance according to the bank statement was R 27 324,00.

- e) On comparing the cash receipts journal and cash payments journal with the bank statement, the following differences were found:
1. The following cheques has not been presented for payment:
    - #84 – R 478,00
    - #87 – R 2 202,00
    - #88 – R 4 134,00
    - #94 – R 5 525,00
  2. An amount of R 14 130,00 was paid directly into our account as rent from Geneva bakery.
  3. R 223,00 was debited from our account as bank charges.
  4. Cell C has a debit order for our cellphone account. They deducted R 5 710,00 for June 2016.
  5. Mr. Peter Abrahams paid his account of R 3 100,00 by cheque. Upon cashing the cheque, the bank informed us that the cheque cannot be paid out because of a mistake on the cheque.
  6. We deposited R 4 795,00 on 30 June 2016 but it doesn't show on our bank statement.
  7. Mr. Abrahams made a direct payment into our account of R 9 300,00 for buying an air ticket on 27 June 2016.
  8. The bank charged us R 420,00 for bank charges.
  9. We received R 2 560,00 on 29 June from Peter Wessels as payment of his account.

**[48]****QUESTION 13**

Use the incorrect trial balance of A–Z Travel on the next page to draw up the following:

- 13.1 The corrected trial balance of A–Z Travel for June 2016. (22)
- 13.2 The income statement of A–Z Travel for the year ending 30 June 2016. (14)
- 13.3 The balance sheet of A–Z Travel on 30 June 2016. (21)

**TRIAL BALANCE OF A–Z TRAVEL ON 30 JUNE 2016**

		DEBIT	CREDIT
<b>BALANCE SHEET SECTION</b>			
Capital	B1		R 700 000,00
Bank	B2		R 79 664,00
Debtors	B3		R 19 244,00
Creditors	B4		R 230 200,00
Petty Cash	B5		R 4 000,00
Vehicles	B6		R 14 000,00
Equipment	B7		R 34 000,00
Land and Buildings	B8		R 1 200 000,00
Stock	B9		R 3 000,00
Fixed Deposit	B10		R 75 000,00
Drawings	B11		R 2 140,00
<b>NOMINAL ACCOUNTS</b>			
Commission	N1		R 400 000,00
Rent Received	N2		R 24 000,00
Advertising	N3		R 12 200,00
Salaries	N4		R 47 000,00
Wages	N5		R 2 300,00
Stationery	N6		R 730,00
Water and Electricity	N7		R 9 280,00
Consumables	N8		R 490,00
Refreshments	N9		R 700,00
Interest on mortgage bond	N10		R 9 780,00

[57]

**QUESTION 14**

Accounting is based on an equation.

- 14.1 Give the equation. (3)
- 14.2 Complete the table below by using the equation to calculate the missing amount. Write only the answer next to the question number (14.2.1–14.2.5) in the ANSWER BOOK.

ASSETS	OWNER'S EQUITY	LIABILITIES
R 300 000,00	R 131 920,00	<b>14.2.1</b>
<b>14.2.2</b>	R 477 470,00	R 212 390,00
R 625 000,00	<b>14.2.3</b>	R 471 000,00
R 216 000,00	R 0,00	<b>14.2.4</b>
<b>14.2.5</b>	R 147 926,00	R 210 000,00

(5)  
[8]

**QUESTION 15**

You work for A–Z Travel, you are in charge of the petty cash and you are requested to record the transactions below.

NOTE: A–Z Travel operates on an imprest system. The imprest amount on 1 June 2016 is R 500,00.

- 15.1 Complete the petty cash journal with additional analysis columns for parking, wages and stationery. Document numbers start at 71. (21)
- 15.2 Complete the cash payments journal with additional analysis columns for sundries and bank. Document numbers start at 49. (8)
- 15.3 Close off the journals and post only to the petty cash account in the general ledger. (8)

Transactions:

DATE	TO WHO	FOR	AMOUNT
02	CNA	Pencils and lead	R 73,48
06	C. Mogotsi	Cleaning windows	R 150,00
07	Sea View mall	Parking	R 12,00
07	Spar	Cake for meeting	R 135,00
12	Exclusive Books	Map book	R 179,00
16	Fruit and Veg	Fruit basket for client	R 130,00
20	PNA	Files	R 123,80
24	Airports Company	Parking	R 17,50
28	C. Mogotsi	Cleaning office	R 200,00
30	Airports Company	Parking	R 15,00

- 10 - Pay R 100,00 into the petty cash box from the bank.  
 14 - Pay R 500,00 into the petty cash box from the bank.  
 30 - Restore the imprest amount.

[37]

**TOTAL SECTION B: 150**  
**GRAND TOTAL: 200**