



**higher education  
& training**

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

# **MARKING GUIDELINE**

**NATIONAL CERTIFICATE**

**TRAVEL OFFICE PROCEDURES N5**

**12 JUNE 2019**

**This marking guideline consists of 10 pages.**

**SECTION A****QUESTION 1****1.1 TRIAL BALANCE OF GLORY TRAVEL ON 31 MARCH 2019**

	<b>DEBIT</b>	<b>CREDIT</b>
<b>BALANCE SHEET SECTION</b>		
Capital		✓500 000
Drawings	✓4 000	
Vehicles	✓220 000	
Equipment	✓155 000	
Furniture	✓87 000	
Bank		✓9 600
Petty cash	✓800	
Debtors	✓15 000	
Creditors		✓24 800
Fixed deposit: ZZ Bank	✓80 000	
Loan: Global Bank		✓20 000
<b>NOMINAL ACCOUNTS SECTION</b>		
Commission received		✓43 000
Rent received		✓10 000
Interest on fixed deposit:ZZ Bank		✓1 600
Advertisements	✓4 000	
Fuel	✓6 500	
Wages	✓16 300	
Refreshments	✓2 400	
Insurance	✓7 500	
Membership fees	✓2 500	
Vehicle expenses	✓2 000	
Water and electricity	✓6 000	
	✓609 000	✓609 000

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1.2 **INCOME STATEMENT OF GLORY TRAVEL FOR THE YEAR ENDED  
31 MARCH 2019**

Commission received		✓43 000
PLUS OTHER INCOMES		✓11 600
Rent received	✓10 000	
Interest on fixed deposit: ZZ Bank	1 ✓600	
<b>TOTAL INCOME FOR THE PERIOD</b>		<b>✓54 600</b>
LESS EXPENSES		✓47 200
Advertisements	✓4 000	
Fuel	✓6 500	
Wages	✓16 300	
Refreshments	✓2 400	
Insurance	✓7 500	
Membership fees	✓2 500	
Vehicle expenses	✓2 000	
Water and electricity	✓6 000	
<b>NET PROFIT FOR THE PERIOD</b>		<b>✓7 400</b>

(15)

1.3 **BALANCE SHEET OF GLORY TRAVEL ON 31 MARCH 2019**

<b>CAPITAL EMPLOYED</b>			
CAPITAL (Note 1)		503 400	✓503 400
LONG-TERM LIABILITIES			✓20 000
Loan: Global Bank		20 000	
			✓523 400
<b>EMPLOYMENT OF CAPITAL</b>			
FIXED ASSETS			✓462 000
Vehicles		220 000✓	
Equipment		155 000✓	
Furniture		87 000✓	
INVESTMENTS			✓80 000
Fixed deposit: ZZ Bank		80 000	
NET WORKING CAPITAL			✓-18 600
CURRENT ASSETS		✓15 800	
Cash (Note 2)	✓800		
Debtors	✓15 000		
LESS CURRENT LIABILITIES		✓34 400	
Bank overdraft	✓9 600		
Creditors	✓24 800		
			✓523 400
Note 1: CAPITAL			
Opening balance		✓500 000	
PLUS Net Profit		✓7 400	
		✓507 400	
LESS Drawings		✓4 000	
		503 400✓	
Note 2: CASH			
Petty cash		✓800	
		800	

(22)  
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**QUESTION 2****2.1 DEBTORS' JOURNAL OF GLORY TRAVEL FOR APRIL 2019**

Inv no	Day	Debtors	Creditors	Fol	Total debtors		Commission received		Creditors	
L33	1	T. Tiyo	Mango	✓	✓2 700	00	✓189	00	✓2 511	00
L34	4	FNB	Thompson Tours	✓	✓150 000	00	✓15 000	00	✓135 000	00
L35	4	L. Smith	AVIS	✓	2 000	00	✓300	00	✓1 700	00
L36	15	J. Jwara	TLC	✓	1 670	00	✓250	50	✓1 419	50
L37	17	A. Adams	Qantas	✓	47 200	00	✓4 248	00	✓42 952	00
					203 570	00	19 987	50	183 582	50
					✓		✓		✓	

-1 if invoice numbers are incorrect or incomplete

-1 if dates are incorrect or incomplete

Debtors and Creditors must be correct to earn ONE mark

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**2.2 CREDITORS' JOURNAL OF GLORY TRAVEL FOR APRIL 2019**

Inv no	Day	Creditors	Fol	Total creditors	Furniture	Stationery	Sundries	Fol	Details of sundries
T54	3	Game	✓	18 000	✓3 000		Equipment	✓	15 000
T55	6	Waltons	✓	1 700		✓1 700			
T56	13	Checkers	✓	3 500			Refreshments	✓	3 500
T57	20	Incredible Connection	✓	2 000		✓2 000			
T58	25	GG Garage	✓	4 300			Repairs	✓	4 300
T59	30	Waltons	✓	2 360	✓2 360				
				31 860	5 360	3 700			22 800
				✓	✓	✓			✓

-1 if invoice numbers are incorrect or incomplete

-1 if dates are incorrect or incomplete

Creditors PLUS Total Creditors = 1 mark

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**QUESTION 3**

- |     |       |       |         |             |
|-----|-------|-------|---------|-------------|
| 3.1 | 3.1.1 | False |         |             |
|     | 3.1.2 | False |         |             |
|     | 3.1.3 | False |         |             |
|     | 3.1.4 | True  |         |             |
|     |       |       | (4 × 1) | (4)         |
| 3.2 | 3.2.1 | E     |         |             |
|     | 3.2.2 | A     |         |             |
|     | 3.2.3 | G     |         |             |
|     | 3.2.4 | D     |         |             |
|     | 3.2.5 | F     |         |             |
|     |       |       | (5 × 1) | (5)         |
| 3.2 | 3.3.1 | B     |         |             |
|     | 3.3.2 | A     |         |             |
|     | 3.3.3 | C     |         |             |
|     | 3.3.4 | A     |         |             |
|     |       |       | (4 × 1) | (4)         |
|     |       |       |         | <b>[13]</b> |

**QUESTION 4**

4.1

CASH RECEIPTS JOURNAL		CASH PAYMENTS JOURNAL	
	✓80 500		✓78 000
	✓20 500		✓5 500
	✓75 000		✓1 400
	✓176 000		✓6 500
			✓4 600
			✓96 000

(10)

4.2 **GENERAL LEDGER OF GLORY TRAVEL**

BANK									
2019 MAY	1	Balance	b/d	✓344 770	2019 MAY	31	Total payments	CPJ	✓96 000
	31	Total receipts	CRJ	✓176 000		31	Balance	c/d	✓424 770
				✓520 770					520 770
2019 JUNE	1	Balance	b/d	✓424 770					

(6)

4.3 **BANK RECONCILIATION STATEMENT OF GLORY TRAVEL ON  
31 MAY 2019**

	<b>DEBIT</b>	<b>CREDIT</b>
Credit balance according to the bank statement		✓433 000
Debit outstanding cheques:		
No 24	✓33 800	
No 30	✓12 000	
No 37	✓1 900	
No 44	✓3 330	
Debit wrong amount/Correction	✓15 000	
Credit outstanding deposits:		
K KORO		✓32 800
A ALLAN		✓25 000
Debit balance according to bank account	✓424 770	
	✓490 800	490 800

(10)  
[26]

**NO MARK FOR THE AMOUNT IF THE DETAILS ARE INCORRECT**

## QUESTION 5

<b>Credit Sales Invoice</b>		<b>No. LL447✓</b>		
<b>GLORY TRAVEL</b>				
BUSINESS UNIT 12B POLOKWANE 0699				
Tel: 015 229 4890				
To: OLD MUTUAL✓				
Quantity	Description	Supplier (Creditor)	Unit price	Amount
5✓	Air tickets to Cape Town✓	Mango✓	R2 200✓	✓R11 000
1✓	Car hire✓	Bidvest Car Rental✓	R399 p.d. (4 days)✓	✓R1 596
				<b>✓R12 596</b>
Customer signature: <i>A ADAMS</i>				
Travel agent's signature: <i>S SMITH</i> ✓				
Date: 1 June 2019✓				

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TOTAL SECTION A: 150



**SECTION B****QUESTION 6**

- 6.1 6.1.1 England, Holland/Netherlands (Must be countries) (2)
- 6.1 6.1.2 English (1)
- 6.2 6.2.1
- The agreement must be legal (according to the SA Law).
  - The parties must seriously intend to contract.
  - The agreement must not be vague.
  - The parties must communicate their intentions to each other.
  - The parties must be of the same mind on the subject matter.
  - Performance of the agreement must be possible.
  - The necessary formalities must be adhered to. (Any 5 × 1) (5)
- 6.2.2 Contractual capacity means the law grants a person the capacity or ability to perform legal acts like going into a contract. (2)
- 6.2.3
- Full contractual capacity – people may enter into contract freely, no limitations. Most people over 18 years of age.
  - Limited contractual capacity – people in this category may only enter into a contract when they are assisted. Minors between the ages of 7 and 17 years.
  - No contractual capacity – people in this category may not enter into contracts at all. Any child below the age of 7 years or mentally ill people do not have contractual capacity. (3 × 3) (9)
- 6.3
- Influence of mistake – misunderstanding by one or both of the parties regarding the facts and or circumstances of the contract.
  - Influence of intimidation – happens where one party obtains influence through intimidation of the other party and forces the party to go into contract without free consent.
  - Influence of misrepresentation – a false presentation of facts are made to make sure there is a conclusion of the contract. (3 × 2) (6)
- 6.4.1 Mentally ill persons are incapable of contracting as they do not know what the real implications of a contract will be. This person has NO contractual capacity and a curator will be appointed to look after their affairs. (3)

6.4.2	These are people under the influence of a substance (alcohol or drugs) at the time of concluding the contract. Such a contract will be void as the person does not have contractual capacity at that moment. A person must prove that he/she was too drunk to contract at the time.	(3)										
6.4.3	A married woman who is married out of community of property has full contractual capacity. She administers her own estate and assets and does not need permission from her husband to contract.	(2)										
6.5	<table border="0" style="width: 100%;"> <tr> <td style="width: 50px;">6.5.1</td> <td>False</td> </tr> <tr> <td>6.5.2</td> <td>False</td> </tr> <tr> <td>6.5.3</td> <td>False</td> </tr> <tr> <td>6.5.4</td> <td>True</td> </tr> <tr> <td>6.5.5</td> <td>True</td> </tr> </table>	6.5.1	False	6.5.2	False	6.5.3	False	6.5.4	True	6.5.5	True	(5 × 1) (5)
6.5.1	False											
6.5.2	False											
6.5.3	False											
6.5.4	True											
6.5.5	True											
6.6	When you buy clothes at Mr Price on credit the seller is the credit provider. When you apply for a loan for a new car from ABSA another institution is the credit provider.	(2 + 2) (4)										
6.7	<ul style="list-style-type: none"> <li>• Role of the minister of finance</li> <li>• Minimum requirements to form a contract</li> <li>• Restrictions on terms</li> <li>• Payments (deposit, monthly instalments)</li> <li>• Rights and duties of credit provider and credit receiver</li> <li>• Cooling-off period</li> </ul>	(Any 3 × 1) (3)										
6.8	<ul style="list-style-type: none"> <li>• Prove of income</li> <li>• Identity document</li> <li>• Existing debt listed</li> <li>• Budget</li> <li>• Proof of address</li> <li>• Declaration of financial ability</li> </ul>	(Any 5 × 1) (5) <b>[50]</b>										
<b>TOTAL SECTION B:</b>		<b>50</b>										
<b>GRAND TOTAL:</b>		<b>200</b>										