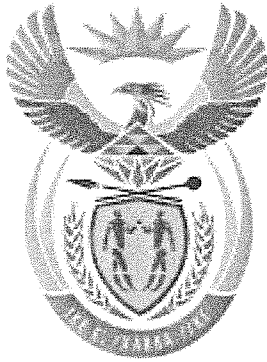
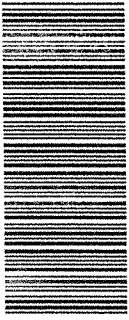


201306H289



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**N1450(E)(M28)H
JUNE EXAMINATION**

NATIONAL CERTIFICATE

TRAVEL OFFICE PROCEDURES N5

(4021165)

**28 May 2013 (X-Paper)
09:00–12:00**

Non programmable calculators may be used.

This question paper consists of 16 pages and a 17-page answer book.

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 in the attached ANSWER BOOK. No paper may be brought into the examination venue.
 5. NO marks will be given for answers written in pencil.
 6. Write neatly and legibly.
-

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 (1.1–1.5) in the ANSWER BOOK.

- 1.1 A minor can repudiate a contract upon reaching age 18.
- 1.2 A woman who married before 1 November 1984 only has limited contractual capacity.
- 1.3 Mentally ill persons have limited contractual capacity.
- 1.4 A mistake of law renders a contract void.
- 1.5 A common mistake is when both parties make the same mistake. (5 × 1) [5]

QUESTION 2

Give ONE word/phrase/term for each of the following descriptions. Write only the word/phrase/term next to the question number (2.1–2.5) in the ANSWER BOOK.

- 2.1 The person making the statement really thought the fact to be true
- 2.2 A commodity
- 2.3 We give the buyer a symbol so that he/she takes delivery of the purchase
- 2.4 A person whose liabilities exceed his/her assets
- 2.5 When a minor, 15 years or older, runs his/her own business (5 × 1) [5]

QUESTION 3

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

QUESTION 4

Name the FIVE major requirements for a valid offer to a contract. [5]

QUESTION 5

Name the SIX exceptions to the general contractual capacity of people over 21. [6]

QUESTION 6

There are six exceptions where a minor between 7–21 are able to contract. Name and describe FIVE of these exceptions. (5 x 2) [10]

QUESTION 7

Name the THREE essential elements to a contract of sale. [3]

QUESTION 8

Name FOUR items/things which can never be traded in a contract of sale. [4]

QUESTION 9

Constructive delivery can take place in one of two ways. Name and give a brief description of these ways as well as an example from the tourism industry. [6]

QUESTION 10

Name any ONE of the matters which the Credit Agreements Act no 75 of 1980 covers. [1]

TOTAL SECTION A: 50

SECTION B: ACCOUNTING**QUESTION 11**

Use the information of the incorrect Trial balance below of MAGIC TRAVEL for June 2013 to draw up the following:

- | | | |
|------|--|-------------|
| 11.1 | The correct Trial Balance of MAGIC TRAVEL for June 2013 | (25) |
| 11.2 | Income Statement of MAGIC TRAVEL for the year ended 30 June 2013 | (16) |
| 11.3 | Balance Sheet of MAGIC TRAVEL on 30 June 2013 | (22) |
| | | [63] |

TRIAL BALANCE OF MAGIC TRAVEL ON 30 JUNE 2013

| | FOL. | DEBIT | CREDIT |
|--------------------------------|------|---------------|--------|
| BALANCE SHEET SECTION | | | |
| Bank | | R16 873,00 | |
| Capital | | R500 000,00 | |
| Creditors | | R68 521,00 | |
| Debtors | | R84 563,00 | |
| Drawings | | R1 380,00 | |
| Equipment | | R269 421,00 | |
| Fixed Deposit | | R100 000,00 | |
| Land and Buildings | | R1 350 000,00 | |
| Mortgage Bond | | R1 400 000,00 | |
| Petty Cash | | R500,00 | |
| Stock | | R12 300,00 | |
| Vehicles | | R370 000,00 | |
| NOMINAL ACCOUNT SECTION | | | |
| Advertising | | R18 000,00 | |
| Commission | | R330 000,00 | |
| Interest on Fixed Deposit | | R3 500,00 | |
| Interest on Mortgage Bond | | R14 000,00 | |
| Refreshments | | R300,00 | |
| Rent Received | | R12 000,00 | |
| Salaries | | R70 000,00 | |
| Stationery | | R2 500,00 | |
| Telephone Account | | R5 430,00 | |
| Vehicle Expenses | | R6 000,00 | |
| Wages | | R1 500,00 | |
| Water and Electricity | | R25 000,00 | |
| | | R4 661 788,00 | |

QUESTION 12

You work at MAGIC TRAVEL in Durban. Below you will find receipts as well as cheque counterfoils which need to be recorded in the appropriate journals for June 2013.

- 12.1 Cash Receipts Journal with additional analysis columns for Debtors, Creditors and Commission. (26)
- 12.2 Cash Payments Journal with additional analysis columns for Creditors, Wages and Stationery. (27)
- 12.3 Use the information from the journals to draw up only the following accounts in the General Ledger. (10)
- Bank (10)
- Creditors [63]

INFORMATION:

COMMISSION STRUCTURE

Air Tickets – Domestic – 7%

Air Tickets – International – 9%

Accommodation, tours, coach, rail-transport – 10%

Car Rental – 5%

TRANSACTIONS

| | | |
|---|---|-------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D323 | | 1 June 2013 |
| TO: | D. Alexander | |
| FROM: | Magic Travel | |
| FOR | Capital Contribution | |
| AMOUNT | Four hundred and fifty thousand rand only | |
| | | R450 000,00 |
| AGENT | Shirley | |

| | | |
|---|---|-------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D324 | | 1 June 2013 |
| TO: | P. McEnroe | |
| FROM: | Private | |
| FOR | Air Tickets JNB - PLZ on BA | |
| AMOUNT | Three Thousand and forty four rand only | |
| | | R3 044,00 |
| AGENT | Angie | |

| | | |
|---|---|-------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D325 | | 3 June 2013 |
| TO: | J. Small | |
| FROM: | Private | |
| FOR | Car Rental CPT Airport 3 days rental - AVIS | |
| AMOUNT | Seven hundred and Seventy two rand and forty four cents | |
| | | R772,44 |
| AGENT | Melissa | |

| | | |
|---|--|-------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D326 | | 3 June 2013 |
| TO: | L. Lohan | |
| FROM: | Private | |
| FOR | Hotel accommodation - Holiday Inn Sandton Square | |
| AMOUNT | Eight thousand two hundred and sixty rand only | |
| | | R8 260,00 |
| AGENT | Angie | |

| | | |
|---|---|-------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D327 | | 8 June 2013 |
| TO: | P. Mitchell | |
| FROM: | Mitchell and sons | |
| FOR | Air Tickets DUR - LHR on BA | |
| AMOUNT | Eleven Thousand Four hundred and eighty seven rand only | |
| | | R11 87,00 |
| AGENT | Shirley | |

| | | |
|---|---------------------------|--------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D328 | | 12 June 2013 |
| TO: | A. Aggasi | |
| FROM: | Zen Sports | |
| FOR | Rent | |
| AMOUNT | Twelve thousand rand only | |
| | | R12 000,00 |
| AGENT | Shirley | |

| | | |
|---|---|--------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D329 | | 14 June 2013 |
| TO: | T Rex | |
| FROM: | Private | |
| FOR | Air Tickets JNB - BLZ on SAA | |
| AMOUNT | Four thousand three hundred and forty two rand only | |
| | | R4 342,00 |
| AGENT | Angie | |

| | | |
|---|--|--------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D330 | | 17 June 2013 |
| TO: | V. Moosa | |
| FROM: | Private | |
| FOR | MSC Cruise - DUR - MRU 12 day cruise | |
| AMOUNT | Twenty Four Thousand Five hundred and Eighty Rand only | |
| | | R24 580,00 |
| AGENT | Melissa | |

| | | |
|---|----------------------------------|--------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D331 | | 22 June 2013 |
| TO: | Y. Doodle | |
| FROM: | Private | |
| FOR | Air Tickets DUR - JNB on SA | |
| AMOUNT | Two thousand and sixty rand only | |
| | | R2 060,00 |
| AGENT | Shirley | |

| | | |
|---|--|--------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D332 | | 26 June 2013 |
| TO: | B. Johnson | |
| FROM: | Private | |
| FOR | Accommodation - Misty Hills Lodge | |
| AMOUNT | Two thousand nine hundred and eighty rand only | |
| | | R2 980,00 |
| AGENT | Angie | |

| | | |
|---|--|--------------|
| MAGIC TRAVEL PO Box 5567 Durban 0003 031 445 6678 | | |
| RECEIPT NO. | | DATE: |
| D333 | | 30 June 2013 |
| TO: | V. Smidt | |
| FROM: | Private | |
| FOR | Air Ticket - DUR - CPT on SA | |
| AMOUNT | One thousand eight hundred and fifty rand only | |
| | | R1 850,00 |
| AGENT | Shirley | |

| | |
|------------------|-----------------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 14 |
| DATE | 2 June 2013 |
| TO | KZN Municipality |
| FOR | Water and electricity |
| | |
| AMOUNT | R6 321,00 |

| | |
|------------------|----------------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 15 |
| DATE | 3 June 2013 |
| TO | PNA |
| FOR | Pens, pencils, ruler |
| | |
| AMOUNT | R140,00 |

| | |
|------------------|-------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 16 |
| DATE | 7 June 2013 |
| TO | E Moneng |
| FOR | Garden work |
| | |
| AMOUNT | R150,00 |

| | |
|------------------|-------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 17 |
| DATE | 8 June 2013 |
| TO | ACSA |
| FOR | Parking |
| | |
| | |
| AMOUNT | R15,00 |

| | |
|------------------|-------------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 18 |
| DATE | 10 June 2013 |
| TO | Telkom |
| FOR | Telephone account |
| | |
| | |
| AMOUNT | R4 396,00 |

| | |
|------------------|----------------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 19 |
| DATE | 12 June 2013 |
| TO | Water 4 U |
| FOR | Water bottle refills |
| | |
| | |
| AMOUNT | R437,00 |

| | |
|------------------|--------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 20 |
| DATE | 16 June 2013 |
| TO | Game |
| FOR | Printer |
| | |
| | |
| AMOUNT | R4 999,99 |

| | |
|------------------|------------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 21 |
| DATE | 19 June 2013 |
| TO | C Track |
| FOR | Tracker for June |
| | |
| | |
| AMOUNT | R129,00 |

| | |
|------------------|--------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 22 |
| DATE | 20 June 2013 |
| TO | PNA |
| FOR | A4 paper |
| | |
| | |
| AMOUNT | R247,00 |

| | |
|------------------|--------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 23 |
| DATE | 20 June 2013 |
| TO | E Moneng |
| FOR | Garden work |
| | |
| AMOUNT | R150,00 |

| | |
|------------------|--|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 24 |
| DATE | 24 June 2013 |
| TO | MSC |
| FOR | Amount due from sales for June 2013 |
| | |
| AMOUNT | R??? |

| | |
|------------------|--|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 25 |
| DATE | 28 June 2013 |
| TO | Misty Hills Lodge |
| FOR | Amount due from sales for June 2013 |
| | |
| AMOUNT | R??? |

| | |
|------------------|---------------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 26 |
| DATE | 29 June 2013 |
| TO | SAA |
| FOR | Amount due for |
| | sales for June 2013 |
| | |
| AMOUNT | R??? |

| | |
|------------------|---------------------|
| EVERYBODY'S BANK | |
| CHEQUE NO. | 27 |
| DATE | 30 June 2013 |
| TO | British Airways |
| FOR | Amount due for |
| | sales for June 2013 |
| | |
| AMOUNT | R??? |

QUESTION 13

The following information appeared in the books of MAGIC TRAVEL for June 2013.

DETAILS

- 1 The bank account reflected a debit balance of R52 175,00 on 1 June 2013.
- 2 Bank total in Cash Receipts Journal was R9 140,00.
- 3 Bank total in Cash Payments Journal was R23 222,00.
- 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 R48 178,00.
 - (b) An amount of R3 138,00 was recorded in the Cash Receipts Journal, but not on the bank statement.
 - (c) An amount of R75,00 was debited by the bank on the bank account for bank charges.
 - (d) P Malherbe gave us a cheque on 15 June 2013 for the amount of R2 960,00, which was returned by the bank due to insufficient funds.
 - (e) An amount of R6 500,00 was paid directly into our account from JJ's, a debtor.
 - (f) An amount of R2 242,00 was deducted from our account erroneously.
 - (g) The following cheques have not been presented for payment:
 - # 44 – R2 400,00
 - # 48 – R627,00
 - # 51 – R9 200,00
 - (h) An amount of R638,00 was received as interest on our fixed deposit.
 - (i) A debit order for R865,00 appeared on our bank statement for insurance.

INSTRUCTIONS

- | | | |
|------|---|-------------|
| 13.1 | Show only the bank column of the supplementary entries you would make in the Cash Payments Journal and Cash Receipts Journal. | (9) |
| 13.2 | Post only to the bank account in the General Ledger. | (6) |
| 13.3 | Compile the Bank Reconciliation Statement on 30 June 2013 to reconcile the books of the company with the bank statement. | (9) |
| | | [24] |
| | TOTAL SECTION B: | 150 |
| | GRAND TOTAL: | 200 |