

EXAMINATION NUMBER:

CENTRE NUMBER:

**ANSWER BOOK**  
**TRAVEL OFFICE PROCEDURES N5**  
**29 NOVEMBER 2018**

<b>QUESTION</b>	<b>MARKER</b>	<b>CHIEF MARKER</b>	<b>INTERNAL MODERATOR</b>
1			
2			
3			
4			
5			
6			
<b>TOTAL:</b>	/200	/200	/200
	%	%	%

**This answer book consists of 13 pages.**

**SECTION AL: FINANCIAL RECORD-KEEPING**

**QUESTION 1**

1.1

CASH RECEIPTS JOURNAL				CASH PAYMENTS JOURNAL			

(11)

1.2

**GENERAL LEDGER OF ABC TRAVEL**

BANK											

(7)



**QUESTION 2**

2.1

**CASH RECEIPTS JOURNAL OF ABC TRAVEL FOR JUNE 2017**

<b>Doc no</b>	<b>Day</b>	<b>Details</b>	<b>Details of sundries</b>	<b>Fol</b>	<b>Sundries</b>	<b>Debtors</b>	<b>Creditors</b>	<b>Commission received</b>	<b>Analysis of receipts</b>	<b>Bank</b>

(27)

2.2

**CASH PAYMENTS JOURNAL OF ABC TRAVEL FOR JUNE 2017**

<b>Doc no</b>	<b>Day</b>	<b>Payee</b>	<b>Details of sundries</b>	<b>Fol</b>	<b>Sundries</b>	<b>Stationery</b>	<b>Creditors</b>	<b>Bank</b>

(13)

2.3

**DEBTORS JOURNAL OF ABC TRAVEL FOR JUNE 2017**

<b>Inv no</b>	<b>Day</b>	<b>Debtors</b>	<b>Creditors</b>	<b>Fol</b>	<b>Total debtors</b>	<b>Commission received</b>	<b>Creditors</b>

(11)

2.4

**CREDITORS JOURNAL OF ABC TRAVEL FOR JUNE 2017**

<b>Inv no</b>	<b>Day</b>	<b>Creditors</b>	<b>Fol</b>	<b>Total creditors</b>	<b>Furniture</b>	<b>Stationery</b>	<b>Sundries</b>	<b>Fol</b>	<b>Details of sundries</b>

(9)  
[60]







**QUESTION 4**

**GENERAL LEDGER OF ABC TRAVEL**

4.1

PETTY CASH											

(7)

4.2

STATIONERY											

(1)

4.3

REFRESHMENTS											

(3)

[11]

**QUESTION 5**

5.1 \_\_\_\_\_

5.2 \_\_\_\_\_

5.3 \_\_\_\_\_

5.4 \_\_\_\_\_

5.5 \_\_\_\_\_

5.6 \_\_\_\_\_

5.7 \_\_\_\_\_

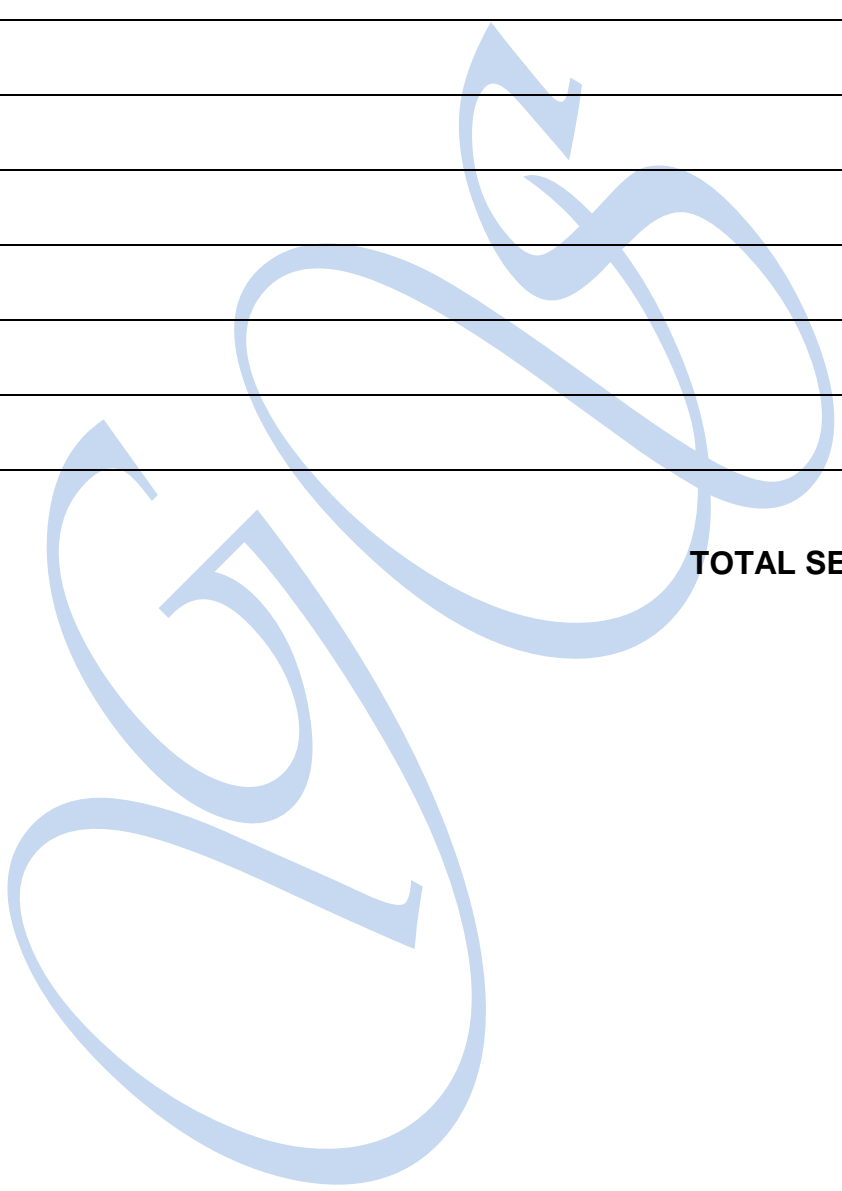
5.8 \_\_\_\_\_

5.9 \_\_\_\_\_

5.10 \_\_\_\_\_

(10 × 1) [10]

**TOTAL SECTION A: 150**



**SECTION B: PRINCIPLES OF LAW**

**QUESTION 6**

6.1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (5)

6.2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (2 + 2) (4)

6.3 6.3.1 \_\_\_\_\_  
6.3.2 \_\_\_\_\_  
6.3.3 \_\_\_\_\_ (3 × 1) (3)

6.4 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (2 × 2) (4)

6.5 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (6)

6.6 6.6.1 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6.6.2 \_\_\_\_\_

\_\_\_\_\_

6.6.3 \_\_\_\_\_

\_\_\_\_\_

(3 × 3) (9)

6.7 6.7.1 \_\_\_\_\_

\_\_\_\_\_

6.7.2 \_\_\_\_\_

\_\_\_\_\_

6.7.3 \_\_\_\_\_

\_\_\_\_\_

(3 × 2) (6)

6.8 6.8.1 \_\_\_\_\_

\_\_\_\_\_

6.8.2 \_\_\_\_\_

\_\_\_\_\_

6.8.3 \_\_\_\_\_

\_\_\_\_\_

(3 × 2) (6)

6.9 6.9.1 \_\_\_\_\_

\_\_\_\_\_

6.9.2 \_\_\_\_\_

\_\_\_\_\_

(2 × 1) (2)

6.10 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(5)  
[50]

**TOTAL SECTION B: 50**  
**GRAND TOTAL: 200**

