



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1570(E)(N29)H

NATIONAL CERTIFICATE

TRAVEL OFFICE PROCEDURES N5

(4021165)

29 November 2018 (X-Paper)

09:00–12:00

This question paper consists of 10 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. Answer ALL questions in the attached ANSWER BOOK.
 5. Write your EXAMINATION NUMBER on the front page of the ANSWER BOOK in the space provided.
 6. NO marks will be given to answers written in pencil.
 7. Write neatly and legibly.
-

SECTION A: FINANCIAL RECORD-KEEPING**QUESTION 1**

After comparing the bank statement and cash journals of ABC Travel, information is given with which you are required to:

- 1.1 Make the supplementary entries in the cash receipts and cash payments journals (bank column only) (11)
- 1.2 Post only the bank account to the general ledger and balance the account (7)
- 1.3 Compile a bank reconciliation statement on 30 April 2017 to reconcile the balance of the bank account with that of the bank statement (10)

Information:

- a) The bank statement showed a credit balance of R292 780.
- b) The bank account showed a debit balance of R302 680 on 1 April 2017.
- c) The total of the bank column in the cash receipts journal on 30 April 2017 was R66 460.
- d) The total of the bank column in the cash payments journal on 30 April 2017 was R40 000.
- e) The following cheques have not yet been presented for payment:
- | | |
|---------|---------|
| No. 681 | R3 400 |
| No. 695 | R33 000 |
| No. 702 | R5 600 |
- f) A credit entry on the bank statement was for a deposit that L. Ishmail made directly into the bank account via EFT, R19 600.
- g) A debit order in favour of MTN for the owner's cellphone was debited on the bank statement, R7 500.
- h) R850 was debited from the account for bank charges.
- i) An amount of R5 300 was wrongly credited to the bank account.
- j) The deposit of R6 500 was received from T. Smit on the last day of the month and does therefore not appear on the bank statement yet.
- k) A debit order in favour of Budget Insurance was deducted from the bank account, R6 800.
- l) A deposit made by D. Brown directly into the bank account does not yet appear in the journal, R8 000.

- m) A cheque received from S. Snow was returned by the bank as it is a post-dated cheque, R13 250.
- n) A debit order of R18 000 for rent to Q Properties was debited on the bank statement.
- o) The amount of R58 360 is recorded in the cash receipts journal as a direct deposit from G. Green. It does not appear on the bank statement yet.

[28]**QUESTION 2**

The following transactions in the books of ABC Travel took place during June 2017. You are required to complete and close off the following journals:

- 2.1 Cash receipts journal with additional columns for debtors, creditors and commission received (start with receipt number 887) (27)
- 2.2 Cash payments journal with additional columns for stationery and creditors (start with cheque number C230) (13)
- 2.3 Debtors journal with additional columns for debtors, commission and creditors (start with invoice number 55) (11)
- 2.4 Creditors journal with additional columns for furniture and stationery (renumber invoices from 27) (9)

Information:

- The following commission structure is used for cash and credit transactions:

International air tickets	9%
Domestic air tickets	7%
Travel insurance	5%
Tours, coach, rail, accommodation	10%
Car hire	15%

- The following are balances on 1 June 2017:

DEBTORS		CREDITORS	
*Profmed	R42 000	*Waltons	R12 500
*B. Bean	R15 500	*AMG Furnishers	R22 120
		*KLM	R6 500

Transactions for June 2017:

- 1 C. Case, the owner, increased his capital with R200 000.
Paid KLM the amount due.
- 3 Received R7 000 rent from T. Trent for part of the building.
Sold a Contiki tour for two to P. Williams, R15 600 per person.
Bought new office chairs on credit from AMG Furnishers, R5 300.
- 7 An air ticket to Windhoek on Air Namibia was sold to P. Pepper, R7 400.
He paid with a credit card.
Received an invoice from Waltons for stationery (R340) and a desk (R2 400).
- 9 Received payment from Profmed for 50% of what they owe.
Sold AVIS car hire on credit to R. Reeves, R390 p/d for SEVEN days.
- 12 Bought a new printer for the office from Canon and paid per cheque, R7 500.
Paid AMG Furnishers the amount due to date.
- 16 Sent an invoice to N. Ngo for accommodation sold at Holiday Inn Nelspruit, R3 600.
Paid the municipality for the water and electricity bill received, R3 890.
- 20 Bought stationery from CNA and paid per cheque, R690.
- 27 Received full payment from B. Bean for his account.
Sold travel insurance from Hollard to R. Reeves and received his cheque, R510.
- 30 Paid the senior consultant, P. Pretty, her salary of R12 500.

[60]

QUESTION 3

Use the following trial balance of ABC Travel given on 31 August 2017 to draw up the following:

- 3.1 Income statement of ABC Travel for the year ended 31 August 2017 (17)
- 3.2 Balance sheet of ABC Travel on 31 August 2017 (24)

BALANCE SHEET SECTION	DEBIT	CREDIT
Capital		750 000
Drawings	9 000	
Land and buildings	250 000	
Equipment	130 000	
Furniture	200 000	
Bank	237 000	
Petty cash	2 000	
Cash float	3 000	
Debtors	45 000	
Creditors		63 000
Fixed deposit: ABSA	150 000	
NOMINAL ACCOUNTS SECTION		
Commission received		290 000
Rent received		80 000
Interest on fixed deposit: ABSA		3 000
Stationery	15 000	
Salaries	90 000	
Wages	30 000	
Fuel	12 000	
Advertisements	4 000	
Bank charges	2 000	
Refreshments	1 000	
Insurance	3 000	
Printing costs	1 000	
Travel material	2 000	
	1 186 000	1 186 000

[41]

QUESTION 4

You work for ABC Travel and are requested to complete the following accounts in the general ledger using the completed petty cash journal below:

- 4.1 Petty cash (balance on 1 September 2017 is R2 700 which is also the imprest amount that must be restored on 30 September 2017) (7)
- 4.2 Stationery (1)
- 4.3 Refreshments (3)

PETTY CASH JOURNAL OF ABC TRAVEL FOR SEPTEMBER 2017

Vou- cher no	Day	Details	Details of sundries	Fol	Sundries		Stationery		Wages		Petty cash	
21	1	Platters	Refreshments		750	00					750	00
22	5	Printer ink					340	00			340	00
23	8	Milk and sugar	Refreshments		90	00					90	00
24	19	Cleaning of office							250	00	250	00
25	20	Pens and paper					470	00			470	00
26	30	Courier	Postage		180	00					180	00
					1 020	00	810	00	250	00	2 080	00

[11]

QUESTION 5

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (5.1–5.10) in the ANSWER BOOK.

- 5.1 Creditors can have a debit or credit balance at the beginning of the month.
- 5.2 Interest on a mortgage bond will appear on the credit side of the trial balance.
- 5.3 The total of the creditors column in a cash receipts journal will appear on the credit side of creditors in the general ledger.
- 5.4 The total of drawings in the cash payments journal will appear on the debit side of drawings in the general ledger.
- 5.5 Equipment will always have a debit balance at the beginning of the month.
- 5.6 The balance sheet is done at the end of the financial year.
- 5.7 A favourable balance in a bank account will be a debit balance in the general ledger.
- 5.8 A new computer for the consultant to work on will be recorded under the furniture account.
- 5.9 Any expenses from the business bank account made on behalf of the owner will be recorded under the capital account.
- 5.10 The trial balance is done at the end of each month.

(10 × 1) [10]

TOTAL SECTION A: 150

SECTION B: PRINCIPLES OF LAW**QUESTION 6**

- 6.1 Certain requirements must be met before a contract is valid. One such a requirement is that parties must seriously intend to contract.
Name FIVE other requirements. (5)
- 6.2 An offer and acceptance are needed before a contract can be formed.
Explain both concepts and give a tourism-related example of each. (2 + 2) (4)
- 6.3 Identify the type of mistake of fact in each of the following cases:
- 6.3.1 Both parties have mistaken a fact(s) but the mistakes differ from each other.
- 6.3.2 Only one party to a contract has mistaken a fact(s).
- 6.3.3 Both parties to the contract have mistaken the same fact(s). (3 × 1) (3)
- 6.4 Name and briefly explain TWO exceptions where a person over the age of 18 will not have full contractual capacity. (2 × 2) (4)
- 6.5 Anybody under the age of 18 is seen as a minor.
Name SIX circumstances under which a minor may enter into valid contracts. (6)
- 6.6 The contractual capacity of married women changed since 1993 with new laws.
Explain each of the following ways of being married and what will happen to the assets and liabilities should there be a divorce:
- 6.6.1 Married out of community of property
- 6.6.2 Married out of community of property with the accrual system (ANC)
- 6.6.3 Married in community of property (3 × 3) (9)

6.7 As a general rule any article can be sold, but there are exceptions.

Give TWO examples of each of the following exceptions:

6.7.1 Public property

6.7.2 Things incapable of taking ownership

6.7.3 Articles prohibited by law

(3 × 2) (6)

6.8 Explain the difference between each of the following ways of transferring ownership of goods:

6.8.1 Long-hand delivery

6.8.2 Symbolic delivery

6.8.3 Short-hand delivery

(3 × 2) (6)

6.9 Complete the following sentences regarding the cooling off period in a credit agreement by writing down the missing word or words next to the question number (6.9.1–6.9.2) in the ANSWER BOOK.

The cooling off period allows the consumer (6.9.1) ... business days to cancel the purchase. The purchaser must give notice of termination in writing to the (6.9.2) ...

(2 × 1) (2)

6.10 Name FIVE documents the credit receiver must provide when applying for credit according to the most recent National Credit Act.

(5)
[50]

TOTAL SECTION B: 50
GRAND TOTAL: 200