



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

TRAVEL OFFICE PROCEDURES N5

2 DECEMBER 2019

This marking guideline consists of 10 pages.

SECTION A

QUESTION 1.1

CASH RECEIPTS JOURNAL OF TREETOP TRAVELS FOR APRIL 2019

Doc. no.	Day	Details	Details of sundries	Fol.	Sundries		Debtors		Creditors		Commission received		Analysis of receipts		Bank				
R54	1	T. Tree	Capital	✓	✓	250 000	00							250 000	00				
R55	1	L. Roux (BA)		✓					✓	6 188	00	✓	612	00	6 800	00	✓✓	256 800	00
R56	5	D. Jones (Protea Hotel)		✓					✓	1 620	00	✓	180	00	1 800	00	✓	1 800	00
R57	8	F. Fry (Safair)		✓					✓	2 046	00	✓	154	00	2 200	00	✓	2 200	00
R58	10	K. Case		✓				✓	8 000	00				8 000	00				
R59	10	K. Isaacs (Thompson Tours)		✓					✓	97 200	00	✓	10 800	00	108 000	00	✓✓	116 000	00
R60	15	S. Sithole	Rent received	✓	✓	5 500	00							5 500	00	✓	5 500	00	
R61	17	M. Miller (Mango)		✓					✓	1 581	00	✓	119	00	1 700	00	✓	1 700	00
R62	28	N. Ndlovu (AVIS)		✓					✓	2 465	00	✓	435	00	2 900	00			
R63	28	T. Twiggy		✓				✓	5 100	00				5 100	00	✓✓	8 000	00	
						255 500	✓	00	13 100	00	111 100	00	12 300	00				392 000	00
								✓		✓		✓					✓		

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QUESTION 1.2

CASH PAYMENTS JOURNAL OF TREETOP TRAVELS FOR APRIL 2019

Doc. no.	Day	Payee	Details of sundries	Fol.	Sundries		Stationery		Creditors		Wages		Bank	
C8 5	4	Incredible Connection	Equipment	✓	8 500	00							✓8 500	00
C8 6	6	Cash		✓							400	00	✓400	00
C8 7	9	T. Tree	Drawings	✓	2 700	00							✓2 700	00
C8 8	12	Safair		✓					12 546	00			✓12 546	00
C8 9	12	Waltons		✓			1 420	00					✓1 420	00
C9 0	17	Game	Furniture	✓	3 250	00							✓3 250	00
C9 1	22	Checkers	Refreshments	✓	2 200	00							✓2 200	00
C9 2	30	Mango		✓					5 400	00			✓5 400	00
					16 650	00	1 420	00	17 946	00	400	00	✓36 416	00
					✓		✓		✓		✓		✓	

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PLEASE NOTE:

- **THE PAYEE (DETAILS) AND DETAILS OF SUNDRIES MUST BE CORRECT TO EARN THE MARK.**
- **THE AMOUNT IN THE COLUMN AND THE AMOUNT IN BANK MUST BE CORRECT TO EARN THE MARK.**
- **-1 FOR INCORRECT OR NO DOCUMENT NUMBERS.**
- **1 FOR INCORRECT OR NO DATES.**

1.3 GENERAL LEDGER OF TREETOP TRAVELS

CREDITORS											
2019 April	30	Bank	CPJ	✓17 946	00	2019 April	1	Balance	b/d	✓22 800	00
	30	Balance	c/d	✓115 954	00		30	Bank	CRJ	✓111 100	00
				✓133 900	00					✓133 900	00
						2019 May	1	Balance	b/d	✓115 954	00

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EQUIPMENT											
2019 April	1	Balance	b/d	✓23 500	00						
	4	Bank	CPJ	✓8 500	00						
				✓32 000	00						

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QUESTION 2

2.1

CASH RECEIPTS JOURNAL	CASH PAYMENTS JOURNAL
✓120 850	✓101 325
✓24 360	✓850
✓28 020	✓5 725
✓173 230	✓15 880
	✓13 600
	✓137 380

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2.2

GENERAL LEDGER OF TREETOP TRAVELS

BANK									
2019 JAN	1	Balance	b/d	✓521 520	2019 JAN	31	Total payments	CPJ	✓137 380
	31	Total receipts	CRJ	✓173 230		31	Balance	c/d	✓557 370
				✓694 750					✓694 750
2019 FEB	1	Balance	b/d	✓557 370					

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2.3

**BANK RECONCILIATION STATEMENT OF TREETOP TRAVELS ON 31
JANUARY 2019**

	DEBIT	CREDIT
Credit balance according to the bank statement		✓529 000
Debit outstanding cheques:		
#867	✓6 700	
#882	✓3 200	
#889	✓18 830	
Credit outstanding deposits:		
T. MBONGO		✓15 750
M. MORRISON		✓36 100
M. MORRISON		✓5 250
Debit balance according to bank account	✓557 370	
	✓586 100	✓586 100

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[27]**NO MARK FOR THE AMOUNT IF THE DETAILS ARE INCORRECT.**

QUESTION 3**3.1 TRIAL BALANCE OF TREETOP TRAVELS ON 31 MAY 2019**

	DEBIT	CREDIT
BALANCE SHEET SECTION		
Capital		550 000✓
Drawings	23 000✓	
Vehicles	168 000✓	
Equipment	58 000✓	
Furniture	33 000✓	
Bank	208 200✓	
Petty cash	1 000✓	
Debtors	39 500✓	
Creditors		21 300✓
Fixed deposit: FNB	55 200✓	
Loan: DD Bank		162 800✓
NOMINAL ACCOUNTS SECTION		
Commission received		123 000✓
Interest on fixed deposit		1 600✓
Interest on current account		900✓
Advertisements	2 550✓	
Electricity	6 500✓	
Insurance	8 300✓	
Interest on loan	3 880✓	
Office expenses	1 200✓	
Postage	820✓	
Refreshments	2 900✓	
Rent paid	72 000✓	
Salaries	150 000✓	
Stationery	1 620✓	
Telephone	3 930✓	
Wages	20 000✓	
	859 600	859 600✓

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3.2 a) LONG-TERM LIABILITIES

LONG-TERM LIABILITIES		162 800✓
Loan: DD Bank	162 800✓	

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3.2 b) FIXED ASSETS

FIXED ASSETS		✓259 000
Vehicles	✓168 000	
Equipment	✓58 000	
Furniture	✓33 000	

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3.2 c) NET WORKING CAPITAL

<u>NET WORKING CAPITAL</u>			✓227 400
<u>CURRENT ASSETS</u>		✓248 700	
Cash	✓✓209 200		
Debtors	✓39 500		
<u>LESS CURRENT LIABILITIES</u>		✓21 300	
Creditors	✓21 300		

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QUESTION 4

GENERAL LEDGER OF TREETOP TRAVELS

PETTY CASH											
2019			b/d	✓5 000	00	2019					
June	1	Balance				June	30	Total payments✓	PCJ	✓8 200	00
	10	Bank	CPJ	✓2 000	00		30	Balance	c/d	✓5 000	00
	20	Bank	CPJ	✓1 000	00						
	30	Bank	CPJ	✓✓5 200	00						
				✓13 200	00					✓13 200	00
2019											
July	1	Balance	b/d	✓5 000	00						

[11]

TOTAL SECTION A: 150

SECTION B**QUESTION 5**

- 5.1 5.1.1 If a contract is not legal, it will break the law. Such a contract will never be enforced by law and is therefore not a legal contract.
- 5.1.2 Only people with the necessary contractual capacity are allowed to enter into contracts. If one of the parties does not have contractual capacity, the contract will not be valid.
- 5.1.3 The language of the contract must be easily understandable by all the parties. It must be clear so that there is no confusion about any words or sentences.
- 5.1.4 The contract must be physically and legally able to perform.
- 5.1.5 Any formalities mentioned in the contract must be performed. In some cases it is required by law to have a contract in writing. (5 × 2) (10)
- 5.2 5.2.1 True
- 5.2.2 False
- 5.2.3 True
- 5.2.4 False
- 5.2.5 False (5 × 1) (5)
- 5.3 5.3.1 A minor below the age of seven years has no contractual capacity. Minors between the ages of seven and seventeen years have limited contractual capacity and may contract in certain circumstances when assisted by a parent or guardian.
- 5.3.2 Mentally ill people will have no contractual capacity. A curator will be appointed to manage that person's affairs.
- 5.3.3 A woman married out of community of property will have full contractual capacity and administer her own estate. (3 × 2) (6)
- 5.4 • Influence of mistake
A mistake is a misunderstanding by one or both parties regarding a fact or facts of a contract. It can be a unilateral, mutual or common mistake.
- Influence of intimidation
This happens when the stronger party to the contract influences the weaker party by intimidation. This can be done by blackmail or physically forcing the other party to sign.
- Influence of misrepresentation
This will take place when a deliberate false representation has taken place. This can be done by withholding information or giving false information. This will happen when a person lies about the details of the contract to make sure the other person signs. (3 × 3) (9)

5.5	<ul style="list-style-type: none"> • Contracts concluded with the assistance of a guardian • Married persons under the age of 18 years • Emancipation • Ratification • Contracts holding benefits only 	(5)															
5.6	<p>A credit agreement refers to a transaction where the selling of goods takes place on credit. Instalments will be paid at certain dates as set out in the contract. All credit agreements must be in writing.</p> <ul style="list-style-type: none"> • Proof of income (payslip) • Identity document • List of existing debt • A budget • Proof of address, such as a utility bill • A declaration of financial ability 	(Any 5 × 1) (8)															
5.7	<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">5.7.1</td> <td style="width: 10%;">D</td> <td></td> </tr> <tr> <td>5.7.2</td> <td>D</td> <td></td> </tr> <tr> <td>5.7.3</td> <td>B</td> <td></td> </tr> <tr> <td>5.7.4</td> <td>D</td> <td></td> </tr> <tr> <td>5.7.5</td> <td>A</td> <td></td> </tr> </table>	5.7.1	D		5.7.2	D		5.7.3	B		5.7.4	D		5.7.5	A		(5 + 3) (5)
5.7.1	D																
5.7.2	D																
5.7.3	B																
5.7.4	D																
5.7.5	A																
5.8	<ul style="list-style-type: none"> • The role of the Minister of Finance • Minimum requirements for forming a credit agreement • Restrictions on terms • Initial payment and manner of payment • Rights and duties of the parties • Cooling-off period 	(Any 2 × 1) (2)															
TOTAL SECTION B:		50															
GRAND TOTAL:		200															