



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N5

18 September 2020

This marking guideline consists of 14 pages.

COMPANY NAME		PERIOD	DATE
Corona Stores (Identity Number)		1	07/03/2020
EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE	
001	Ms Shoji Madjozi		

EMPLOYEE CODE	001	EMPLOYEE NAME	Ms Shoji Madjozi
DESIGNATION	HR Clerk	COST CENTRE	
COMPANY NAME	Corona Stores (Identity Number)		PERIOD
		DATE	07/03/2020
		RATE	50.00
INCOME			
DESCRIPTION	QUANTITY	RATE	AMOUNT
Hourly Wage	40.00	50.00	2,000.00
Commission			500.00
Overtime @ 1.5	3.00	75.00	225.00
Travel Allowance			100.00
Uniform Allowance			75.00
Cellphone Allowance			29.00
GROSS EARNINGS			2,929.00
BENEFITS		COMPANY CONTRIBUTIONS	
Taxable Travel Portion	80.00	Pension	20.00
Medical Aid Fringe Benefit	40.00	Medical Aid	40.00
		OID Contribution	7.15
		Bonus Accrual	30.00
DEDUCTIONS			
DESCRIPTION	BALANCE	AMOUNT	
Pension	0.00	30.00	
Med. Aid Tax Credit Applied	0.00	-155.00	
PAYE Tax	0.00	238.46	
UIF Contribution	0.00	23.94	
Medical Aid - EE	0.00	60.00	
Staff Saving	550.00	150.00	
TOTAL DEDUCTIONS			347.40
LEAVE DAYS DUE	4.29	NETT PAY	
		2,581.60	
3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
2,914.00	83.46	100.00	30.00

COMPANY NAME ----- ONLY		PERIOD	DATE
Corona Stores (Identity Number)		1	07/03/2020
EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE	
002	Mr Spoek Mathambo		

EMPLOYEE CODE	002	EMPLOYEE NAME	Mr Spoek Mathambo ✓
DESIGNATION	Cashier	COST CENTRE	
COMPANY NAME	Corona Stores (Identity Number)		PERIOD
			1
		DATE	07/03/2020 ✓
		RATE	35.00
INCOME			
DESCRIPTION	QUANTITY	RATE	AMOUNT
Hourly Wage ✓	40.00 ✓	35.00	1,400.00
Special Bonus ✓			800.00 ✓
Overtime @ 1.5 ✓	2.00 ✓	52.50	105.00
Uniform Allowance			30.00 ✓
Cellphone Allowance			29.00 ✓
GROSS EARNINGS			2,364.00
BENEFITS		COMPANY CONTRIBUTIONS	
Medical Aid Fringe Benefit	20.00	Pension	10.00 ✓
		Medical Aid	20.00 ✓
		OID Contribution ✓	3.85
		Bonus Accrual ✓	21.00
DEDUCTIONS			
DESCRIPTION	BALANCE	AMOUNT	
Staff Association ✓	0.00	100.00 ✓	
Pension	0.00	20.00 ✓	
Med. Aid Tax Credit Applied	0.00	-146.66	
PAYE Tax	0.00	146.66	
UIF Contribution	0.00	23.64	
Medical Aid - EE	0.00	40.00	
Staff Loans	925.00 ✓	75.00 ✓	
Garnishee Order ✓	0.00	95.00 ✓	
TOTAL DEDUCTIONS			353.64
LEAVE DAYS DUE	5.29 ✓	NETT PAY	
		2,010.36	
3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
2,364.00	0.00	60.00	20.00

COMPANY NAME	PERIOD	DATE
Corona Stores (Identity Number)	2	14/03/2020
EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE
001	Ms Shozi Madjozi	

EMPLOYEE CODE	001	EMPLOYEE NAME	Ms Shozi Madjozi
DESIGNATION	HR Clerk	COST CENTRE	
COMPANY NAME	Corona Stores (Identity Number)	PERIOD	2
		DATE	14/03/2020
		RATE	50.00
INCOME			
DESCRIPTION	QUANTITY	RATE	AMOUNT
Hourly Wage	32.00 ✓	50.00 ✓	1,600.00
Paid Sick Leave	8.00 ✓	50.00	400.00
Commission			120.00 ✓
Overtime @ 1.5	4.00 ✓	75.00	300.00
Travel Allowance			200.00
Uniform Allowance			40.00 ✓
Cellphone Allowance			29.00
GROSS EARNINGS			2,689.00
BENEFITS		COMPANY CONTRIBUTIONS	
Taxable Travel Portion	160.00	Pension	20.00
Medical Aid Fringe Benefit	40.00	Medical Aid	40.00
		Old Contribution	6.38
		Bonus Accrual	30.00
DEDUCTIONS			
DESCRIPTION	BALANCE	AMOUNT	
Staff Association	0.00	50.00 ✓	
Pension	0.00	30.00	
Med. Aid Tax Credit Applied	0.00	-155.00	
PAYE Tax	0.00	197.96	
UIF Contribution	0.00	25.49	
Medical Aid - EE	0.00	60.00	
Staff Saving	700.00	150.00	
TOTAL DEDUCTIONS			358.45
LEAVE DAYS DUE	4.58	NETT PAY	2,330.55
3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
5,623.00	126.42	200.00	60.00

COMPANY NAME	PERIOD	DATE
Corona Stores (Identity Number)	2	14/03/2020
EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE
002	Mr Spoek Mathombo	

EMPLOYEE CODE	002	EMPLOYEE NAME	Mr Spoek Mathombo
DESIGNATION	Cashier	COST CENTRE	
COMPANY NAME	Corona Stores (Identity Number)	PERIOD	2
		DATE	14/03/2020
		RATE	35.00
INCOME			
DESCRIPTION	QUANTITY	RATE	AMOUNT
Hourly Wage	40.00	35.00	1,400.00
Special Bonus			800.00
Overtime @ 1.5	3.00 ✓	52.50 ✓	157.50
Re-imb Travel - Non-taxable	80.00 ✓	3.50 ✓	280.00
Uniform Allowance			50.00 ✓
Cellphone Allowance			35.00
GROSS EARNINGS			2,722.50
BENEFITS		COMPANY CONTRIBUTIONS	
Medical Aid Fringe Benefit	20.00	Pension	10.00
		Medical Aid	20.00
		OID Contribution	3.85
		Bonus Accrual	21.00
DEDUCTIONS			
DESCRIPTION	BALANCE	AMOUNT	
Staff Association ✓	0.00	100.00	
Pension	0.00	20.00	
Med. Aid Tax Credit Applied	0.00	-157.19	
PAYE Tax	0.00	157.19	
UIF Contribution	0.00	24.23	
Medical Aid - EE	0.00	40.00	
Staff Loans	835.00	90.00 ✓	
Staff Saving	100.00	100.00 ✓	
Garnishee Order	0.00	95.00	
TOTAL DEDUCTIONS			469.23
LEAVE DAYS DUE	5.58	NETT PAY	2,253.27
3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
4,786.50	0.00	120.00	40.00

COMPANY NAME	PERIOD	DATE
Corona Stores (Identity Number)	3	21/03/2020
EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE
001	Ms Shazi Madjozi	

EMPLOYEE CODE	001	EMPLOYEE NAME	Ms Shazi Madjozi
DESIGNATION	HR Clerk	COST CENTRE	
COMPANY NAME	Corona Stores (Identity Number)	PERIOD	3
		DATE	21/03/2020
		RATE	50.00
INCOME			
DESCRIPTION	QUANTITY	RATE	AMOUNT
Hourly Wage	40.00	50.00	2,000.00
Special Bonus			75.00
Commission			120.00
Travel Allowance			200.00
Uniform Allowance			40.00
Cellphone Allowance			29.00
GROSS EARNINGS			2,464.00
BENEFITS		COMPANY CONTRIBUTIONS	
Taxable Travel Portion	160.00	Pension	20.00
Medical Aid Fringe Benefit	40.00	Medical Aid	40.00
		OID Contribution	6.38
		Bonus Accrual	30.00
DEDUCTIONS			
DESCRIPTION	BALANCE	AMOUNT	
Staff Association	0.00	50.00	
Pension	0.00	30.00	
Med. Aid Tax Credit Applied	0.00	-155.00	
PAYE Tax	0.00	157.46	
UIF Contribution	0.00	23.24	
Medical Aid - EE	0.00	60.00	
Staff Loans	1,000.00	1,000.00	
Staff Saving	850.00	150.00	
TOTAL DEDUCTIONS			1,315.70
LEAVE DAYS DUE	4.87	NETT PAY	1,148.30
3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
8,107.00	128.88	300.00	90.00

COMPANY NAME		PERIOD	DATE
Corona Stores (Identity Number)		3	21/03/2020
EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE	
002	Mr Speek Mathombo		

EMPLOYEE CODE	002	EMPLOYEE NAME	Mr Speek Mathombo	
DESIGNATION	Cashier	COST CENTRE		
COMPANY NAME	Corona Stores (Identity Number)		PERIOD	3
			DATE	21/03/2020
			RATE	35.00
INCOME				
DESCRIPTION	QUANTITY	RATE	AMOUNT	
Hourly Wage	24.00 ✓	35.00 ✓	840.00	
Overtime @ 1.5	1.00 ✓	52.50	52.50	
Re-imb Travel - Non-taxable	40.00 ✓	3.50	140.00	
Uniform Allowance			50.00	
Cellphone Allowance			35.00 ✓	
GROSS EARNINGS			1,117.50	
BENEFITS		COMPANY CONTRIBUTIONS		
Medical Aid Fringe Benefit	20.00	Pension	10.00	
		Medical Aid	20.00	
		OID Contribution	2.31	
		Bonus Accrual	21.00	
DEDUCTIONS				
DESCRIPTION	BALANCE	AMOUNT		
Staff Association	0.00	100.00		
Pension	0.00	20.00		
Med. Aid Tax Credit Applied	0.00	303.85		
PAYE Tax	0.00	-303.85		
UIF Contribution	0.00	9.57		
Medical Aid - EE	0.00	40.00		
Staff Loans	745.00	90.00		
Staff Saving	200.00	100.00		
Garnishee Order	0.00	95.00		
TOTAL DEDUCTIONS			454.57	
LEAVE DAYS DUE	5.87	NETT PAY		662.93
3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current	
5,744.00	0.00	180.00	60.00	

COMPANY NAME		PERIOD	DATE
Corona Stores (Identity Number)		3	21/03/2020
EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE	
003	Ms Zoe Modiga		

EMPLOYEE CODE	003	EMPLOYEE NAME	Ms Zoe Modiga ✓
DESIGNATION	Senior Accounts Clerk	COST CENTRE	
COMPANY NAME	Corona Stores (Identity Number)	PERIOD	3
		DATE	21/03/2020 ✓
		RATE	40.00
INCOME			
DESCRIPTION	QUANTITY	RATE	AMOUNT
Hourly Wage	40.00 ✓	40.00	1,600.00 ✓
Special Bonus			90.00 ✓
Commission			100.00 ✓
Overtime @ 1.5	4.00 ✓	60.00	240.00 ✓
Travel Allowance			150.00 ✓
Uniform Allowance			90.00 ✓
Cellphone Allowance			29.00 ✓
GROSS EARNINGS			2,299.00
BENEFITS		COMPANY CONTRIBUTIONS	
Taxable Travel Portion	120.00 ✓	Pension	35.00 ✓
Medical Aid Fringe Benefit	25.00	Medical Aid	25.00 ✓
		OID Contribution	5.09 ✓
		Bonus Accrual	24.00 ✓
DEDUCTIONS			
DESCRIPTION	BALANCE	AMOUNT	
Staff Association	0.00	80.00 ✓	
Pension	0.00	40.00 ✓	
Med. Aid Tax Credit Applied	0.00	-77.50	
PAYE Tax	0.00	116.06	
UIF Contribution	0.00	21.39	
Medical Aid - EE ✓	0.00	50.00 ✓	
TOTAL DEDUCTIONS			229.95
LEAVE DAYS DUE	0.29 ✓	NETT PAY	
		2,069.05	
3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
2,269.00	38.56	75.00	40.00

Corona Stores (Identity Number)

2020 24/02/2020 11:56:33 AM Page: 1

Educational Pack (For Educational Use Only) - Corona Stores (Identity Number)

Employee Masterfile

002

Mr Spoek Mathombo ✓

Profile :

Status : Processed

Personal**Details**

Start Date 01/07/2018
 Date of Birth 13/12/1980
 Identification Number 8012135606082
 Passport Number
 Country of Issue
 Gender Male
 Marital Status Married
 Dependants 2

Contacts

Work Phone No.
 Home Phone No
 Cell Number
 Fax No
 Contact Name
 Contact No.
 E-mail Address

Fantasma ✓

Preferences

Self Service No
 Income Verification No

Addresses**Postal Address**

Same as Residential

Residential Address

Unit Number 63
 Complex Gardena
 Street Number 635
 Street/Name of Farm Smith Street
 Suburb/District
 City/Town Durban
 Postal Code 4000
 Country Code ZA

Payment Details

Pay Frequency Weekly
 Payment Method Bank Transfer
 Pay Point
 Payslip Language ENG English

Bank/Branch 002
 Account Number 89412587
 Account Holder Spoek S
 Account Holder Relationship Own
 Account Type Transmission
 Foreign Bank Account False
 Credit Line No.

Cost Centre

Job Code

Department Code

Occupation

Reports To

Cashier ✓

Corona Stores (Identity Number)

2020 25/02/2020 01:05:06 PM Page: 1

Educational Pack (For Educational Use Only) - Corona Stores (Identity Number)

Leave History for date range - 01/03/2020 - 31/03/2020

Leave Code	Description	Opening Balance	Days Accrued	Days Taken	Days Due	Leave Entitlement
Weekly Employees						
001	Ms Shoji Madjozi ✓					
0001	Annual Leave	4.00	1.45	0.00	5.45	15.00
					Liability	2,562.86
0003	Family Responsibility Leave	1.00	0.00	0.00	1.00	5.00
					Liability	0.00
0020	Sick Leave	2.00	10.00	1.00 ✓	11.00	12.00
					Liability	5,172.75
					Employee Total Liability	7,735.61
002	Mr Spoek Mathombo ✓					
0001	Annual Leave	5.00	1.45	0.00	6.45	15.00
					Liability	2,328.45
0003	Family Responsibility Leave	0.00	0.00	2.00 ✓	-2.00	5.00
					Liability	0.00
0020	Sick Leave	1.00	11.00	0.00	12.00	12.00
					Liability	4,332.00
					Employee Total Liability	6,660.45
003	Ms Zoe Modiga ✓					
0001	Annual Leave	0.00	0.87	0.00	0.87	15.00
					Liability	353.22
0003	Family Responsibility Leave	0.00	0.00	0.00	0.00	5.00
					Liability	0.00
0020	Sick Leave	0.00	0.57	0.00	0.57	12.00
					Liability	231.42
					Employee Total Liability	584.64
					Total Liability	14,980.70

----- End of Report -----

UMLILO ENTERPRISES
STOCK COST STATEMENT ON 31 MAY 2020

Code	Description	Quantity	Cost Price per unit	Mark-up on Cost per unit	Selling Price (VAT EXCL) per unit	VAT per unit @ 15%	Selling Price (VAT INCL) per unit	Gross Profit percentage per unit	Total Cost
Mus008	eMcimbini	450	159.00	79.50	238.50	35.78	274.28	33%	71550.00
Mus001	Forever	236	165.00	82.50	247.50	37.13	284.63	33%	38940.00
Mus986	Uwongo	658	107.00	69.55	176.55	26.48	203.03	39%	70406.00
Mus325	Yummy	124	100.00	65.00	165.00	24.75	189.75	39%	12400.00

↓	↓	↓	↓	↓
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓

Use of Wrap Text feature	✓
All amounts have 2 decimals	✓
Lines/ Borders used	✓
Printout is on page and in LANDSCAPE	✓
Identity number is on the LHS and Question 2 is on the RHS - done as Header	✓

[25]

Notes to the Cash flow Statement of Connie Fergusons on 30 April 2020

1. Cash received from Clients

Sales	539750	✓
Increase in Debtors	-14750	✓

525000

2. Cash paid to Employees and Suppliers

Sales	539750	✓
Net Profit	-48500	✓
Expenses for the period/year	-491250	✓
Increase in Creditors	7700	✓
Increase in Stock	-3500	✓
Loss on sale of Asset	22250	✓
Interest Paid	35950	✓
Depreciation	61250	✓
Interest Received	-20500	✓

-388100

3. Reconciliation of Profit

Net Profit	48500	✓
Adjusted by:		
Increase in Debtors	-14750	✓
Increase in Creditors	7700	✓
Increase in Stock	-3500	✓
Loss on sale of Asset	22250	✓
Interest Paid	35950	✓
Depreciation	61250	✓
Interest Received	-20500	✓

136900

CASH FLOW STATEMENT OF CONNIE FERGUSONS ON 30 APRIL 2020

CASH FLOW FROM OPERATING ACTIVITIES

Cash received from Clients	525000	✓
Cash paid to Employee and Suppliers	-388100	✓
Cash from Operating Activities	136900	✓
Interest Paid	-35950	✓
Interest Received	20500	✓
Drawings	-13750	✓

107700

CASH FLOW FROM INVESTING ACTIVITIES

Additions to fixed assets	-88000	✓
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-88000

CASH FLOW FROM FINANCING ACTIVITIES

Increase in capital	15500	✓
Decrease in loan	-9500	✓

6000

Net change in cash for the year	
Cash at the beginning of year	
Cash at the end of year	

25700

-9750

15950

N.B. The answers must be exactly as above- no deviation .

[30]

Note to Financial Statement of Tira's Boutique on 31 May 2020

Asset description	Gross carrying amount	Accumulated depreciation		Net carrying amount	
Land and Buildings	R108,250.00			R108,250.00	v
Motor Vehicles	R40,850.00	R3,650.00	vv	R37,200.00	v
Equipment	R44,550.00	R4,210.00	vv	R40,340.00	v
Total	R193,650.00	R7,860.00		R185,790.00	

Balance Sheet of Tira's Boutique as at 31 May 2020

ASSETS

Non Current Assets		215040	
Fixed Assets/Land & Buildings, Motor Vehicles, Equipment	R185,790.00		v
Investment in Euphonik Bank (7%)	R29,250.00		v
Current Assets		R156,795.00	
Closing Stock	R76,550.00		v
Debtors Control	R37,995.00		v
Bank	R42,250.00		v
Total Assets		R371,835.00	
Equity and Liabilities			
Capital		R143,620.00	vv
Non Current Liabilities		R142,640.00	
Long term loan: Shimza Bank (25%)	R142,640.00		v
Current Liabilities		R85,575.00	
Creditors Control	R85,575.00		v
Total Equity and Liabilities		R371,835.00	

All the amounts have currency and decimals v

Identity number (LHS) and Question 5 (RHS) v

Answer on one page as landscape v

Award a method mark if both Total Assets and Total Equity and Liabilities are the same v

Production Cost Statement of Protoculture Bags for May 2020

Opening Stock	R 22,000.00	✓
Purchases	R 312,000.00	✓
Carriage on Purchases	R 2,500.00	✓
	R 336,500.00	
Less: Closing Stock	-R 28,000.00	✓
Cost of Raw Materials used	R 308,500.00	✓
Direct labour	R 180,000.00	✓
Prime Cost	R 488,500.00	✓
Manufacturing Overheads	R 194,750.00	✓
Rent paid - factory	R 40,000.00	✓
Electricity and Water - factory	R 41,000.00	✓
Indirect material	R 4,000.00	✓
Salary of factory supervisor	R 25,000.00	✓
Maintenance on factory equipment	R 6,000.00	✓
Depreciation on factory equipment	R 1,000.00	✓
Indirect labour	R 17,500.00	✓
Loss on sale of factory equipment	R 9,500.00	✓
Telephone - factory	R 800.00	✓
Consumable Stores	R 950.00	✓
Insurance - factory	R 49,000.00	✓
Total Production Cost	R 683,250.00	✓
Plus: Work in process - opening	R 25,000.00	✓
	R 708,250.00	
Less: work in process - closing	-R 15,000.00	✓
Cost of production of finished goods	R 693,250.00	✓✓

All the amounts have currency and decimals ✓

N.B.

There is no need for students to have the word factory before the description.

There is no need for students to have both "less" and the amount with a negative sign - either one is acceptable.

[25]

TOTAL: 200