



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

TRAVEL OFFICE PROCEDURES N5

25 November 2022

This marking guideline consists of 10 pages.

SECTION A**QUESTION 1**

- 1.1 An entrepreneur is a person who can identify a new opportunity or has new ideas to start a new business. The person can make a success of the new business if he/she has the correct combination of SKAVs. It is about creating new opportunities for him/herself but also for other people. An entrepreneur will contribute to the economic activity in South Africa. An entrepreneur is willing to take risks as successes are not guaranteed. (Any relevant 2 × 1) (2)

- 1.2
- You can create an opportunity for yourself and others.
 - You will contribute to the economic growth of South Africa.
 - You will compete with other businesses similar to yours.
 - It is a chance to be creative and innovative.
 - You will have the chance to be your own boss.
 - You might have the opportunity to move to an urban area. (Any 5 × 1) (5)

- 1.3
- | ENTREPRENEUR | INTRAPRENEUR |
|---|--|
| <ul style="list-style-type: none"> • Works for him/herself • Only receives money if the business is successful/loses money if the business fails • High personal risk • Must use or obtain own resources to do the work • Owner of the business • Uses own new ideas to increase profit • Personal profit or loss at the end of the financial period | <ul style="list-style-type: none"> • Works for a salary • No financial risk/low personal risk • An employee of a business • Makes use of resources provided by the company they work for • Works with colleagues within the business • Uses new ideas to increase the profit of the company they work for • Receives the same salary each month |
- (Any 5 + 5) (10)

- 1.4 1.4.1 It is extremely important to have knowledge of different cultures as you might encounter them on a daily basis. You must have knowledge of their religion, customs as well as the food they are allowed or not allowed to eat.

- 1.4.2 When having your own business, it is very important to do research to be successful. You need to do proper research to see if the product that you are offering is still valid and if your target market is still buying the product. It is also important to do research on new market trends as well as research on what your direct competition are selling. (Any relevant 2 × 1)

1.4.3 It is important to cultivate a positive attitude as it will not always be easy to start your own business. It may happen that things in business do not go your way; it is then important to keep a positive attitude towards employees, customers and suppliers.

1.4.4 A good work ethic will ensure that a person is hard-working and disciplined. People with a good work ethic is always on time and stay focused on the task at hand. This person will meet deadlines and make sure the work required is finished. A person with a good work ethic will not stay away from work without a good reason.

(Any relevant 2 × 1)

(4 × 2)

(8)

[25]

QUESTION 2

- 2.1 twenty
- 2.2 dissolved
- 2.3 owner
- 2.4 continue
- 2.5 limited
- 2.6 existing
- 2.7 saves costs
- 2.8 fifty
- 2.9 cheap
- 2.10 one

(10 × 1)

[10]

QUESTION 3

- 3.1 False –
 - The creditors journal will be used to record credit purchases.
 - The debtors journal will be used to record credit sales.
- 3.2 False – The Analysis of Receipts column is part of the cash receipts journal.
- 3.3 True – When the owner of the business takes money from the bank account of the business it will be recorded as Drawings.
- 3.4 False – The bank will automatically deduct the bank charges from our bank account each month and show it on the bank statement.
- 3.5 False – Rent payments cannot be done on credit; it will be a cash payments journal entry.

(5 × 2)

[10]

QUESTION 4

- 4.1 Creditors journal
- 4.2 Debtors journal
- 4.3 Petty cash journal
- 4.4 Cash receipts journal
- 4.5 Debtors journal

(5 × 1) **[5]**

TOTAL SECTION A: 50

SECTION B**QUESTION 5**5.1 5.1.1 **PETTY CASH JOURNAL OF QUARTZ TRAVEL AGENCY FOR MAY 2021**

Voucher no	Day	Details	Details of Sundries	Fol	Sundry amounts		Refreshments		Wages		Petty Cash	
V26	1	Tea and coffee		✓			350	-			✓350	-
V27	3	Painting outside walls		✓					1 000	-	✓1 000	-
V28	10	Parking fees	Parking fees	✓	80	-					✓80	-
V29	10	Ink for printer	Stationery	✓	900	-					✓900	-
V30	18	T Tebow	Drawings	✓	500	-					✓500	-
V31	25	Receptionist birthday (chocolates)		✓			100	-			✓100	-
					1 480	-	450	-	1 000	-	2 930	-

✓

✓

✓

✓

-1 for no or incorrect voucher number

-1 for no or incorrect dates

To get the mark in the Petty Cash column, the student must also have the amount correct in the analysis column.

(16)

5.1.2

CASH PAYMENTS JOURNAL OF QUARTZ TRAVEL AGENCY FOR MAY 2021

Doc no	Day	Payee	Details of Sundries	Fol	Sundry amounts		Stationery		Wages		Equipment		Bank	
256	1	Waltons		✓			400	-					✓400	-
257	6	Incredible Connection		✓							15 700		✓15 700	-
258	12	Cash	Petty cash	✓	1 000	-							✓1 000	-
259	15	Cash		✓					1 500	-			✓1 500	-
260	15	Hertex	Furniture	✓	4 000								✓4 000	-
261	22	PNA		✓			400	-					✓400	-
262	23	Cash	Petty cash	✓	1 000	-							✓1 000	-
263	25	Game		✓							1 500	-	✓1 500	-
264	31	Cash	Petty cash	✓	930	-							✓✓930	-
					6 930	-	800	-	1 500	-	17 200	-	26 430	-
					✓		✓		✓		✓		✓	

-1 for no or incorrect document number

-1 for no or incorrect dates

To get the mark in the Bank column, the student must also have the amount correct in the analysis column.

(24)

5.2

GENERAL LEDGER OF QUARTZ TRAVEL AGENCY

PETTY CASH											
2021 May	1	Balance	b/d	✓2 000	00	2021 May	31	Total Payments✓	PCJ	✓2 930	00
	12	Bank	CPJ	✓1 000	00		31	Balance	c/d	✓2 000	00
	23	Bank	CPJ	✓1 000	00						
	31	Bank	CPJ	✓✓930	00						
				✓4 930	00					✓4 930	00
2021 June	1	Balance	b/d	✓2 000	00						

(11)

[51]

QUESTION 6

6.1

CASH RECEIPTS JOURNAL	CASH PAYMENTS JOURNAL
✓316 000	✓263 000
✓63 000	✓12 000
✓40 000	✓15 000
✓49 000	✓18 000
	✓13 000
✓468 000*	✓321 000*

(11)

6.2

GENERAL LEDGER OF QUARTZ TRAVEL AGENCY

BANK									
2021 MARCH	1	Balance	b/d	✓741 000	2021 MARCH	31	Total Payments	CPJ	✓321 000*
	31	Total Receipts	CRJ	✓468 000*		31	Balance	c/d	✓888 000
				✓1 209 000					1 209 000
2021 APRIL	1	Balance	b/d	✓888 000*					

*Marker: Check totals in CRJ and CPJ (6)

6.3

BANK RECONCILIATION STATEMENT OF QUARTZ TRAVEL AGENCY ON 31 MARCH 2021

DETAILS	DEBIT	CREDIT
Credit balance according to the Bank Statement		✓720 000
Debit outstanding cheques:		
#977	✓24 000	
#983	✓6 000	
#996	✓10 000	
Debit amount wrongly credited/Correction	✓8 000	
Credit outstanding deposits:		
M Mat		✓106 000
T Table		✓58 000
C Chair		✓52 000
Debit balance according to bank account	✓888 000 *	
	936 000	✓936 000

*Marker: Check balance b/d in bank account
 No mark for the amount if the details are incorrect (10)
[27]

QUESTION 7

7.1

TRIAL BALANCE OF QUARTZ TRAVEL AGENCY ON 30 APRIL 2021

	DEBIT	CREDIT
BALANCE SHEET SECTION		
Capital		✓750 000
Drawings	✓59 000	
Vehicles	✓240 800	
Equipment	✓299 000	
Furniture	✓39 200	
Bank	✓65 000	
Petty cash	✓3 000	
Cash float	✓2 000	
Debtors	✓92 000	
Creditors		✓22 900
NOMINAL ACCOUNTS SECTION		
Commission received		✓410 100
Rent received		✓40 000
Advertising	✓65 700	
Bank charges	✓5 000	
Insurance	✓33 000	
Membership fees	✓25 000	
Marketing material	✓55 000	
Refreshments	✓9 000	
Salaries	✓110 000	
Stationery	✓37 000	
Telephone	✓28 000	
Wages	✓50 000	
Water and electricity	✓5 300	
	1 223 000	✓1 223 000

1 mark for BOTH totals correct

-1 no or incorrect section headings

-1 max for accounts not under correct section

(24)

7.2

**INCOME STATEMENT OF QUARTZ TRAVEL AGENCY FOR
THE YEAR ENDED 30 APRIL 2021**

Commission received		✓410 100
PLUS OTHER INCOME		✓40 000
Rent received	✓40 000	
TOTAL INCOME FOR THE PERIOD		✓450 100
LESS EXPENSES		✓423 000
Advertising	✓65 700	
Bank charges	✓5 000	
Insurance	✓33 000	
Membership fees	✓25 000	
Marketing material	✓55 000	
Refreshments	✓9 000	
Salaries	✓110 000	
Stationery	✓37 000	
Telephone	✓28 000	
Wages	✓50 000	
Water and electricity	✓5 300	
Net PROFIT for the year		✓27 100

(17)

7.3

BALANCE SHEET OF QUARTZ TRAVEL AGENCY ON 30 APRIL 2021

CAPITAL EMPLOYED			
CAPITAL (Note 1)		718 100	✓718 100
			✓718 100
EMPLOYMENT OF CAPITAL			
FIXED ASSETS			✓579 000
Vehicles		✓240 800	
Equipment		✓299 000	
Furniture		✓39 200	
NET WORKING CAPITAL			✓139 100
CURRENT ASSETS		✓162 000	
Cash (Note 2)	✓70 000		
Debtors	✓92 000		
LESS CURRENT LIABILITIES		✓22 900	
Creditors	✓22 900		
			✓718 100
Note 1: CAPITAL			
Opening balance		✓750 000	
PLUS NET PROFIT		✓27 100	
		777 100	
LESS DRAWINGS		✓59 000	
		✓718 100	
Note 2: CASH			
Bank		✓65 000	
Cash float		✓2 000	
Petty cash		✓3 000	
		✓70 000	

(21)
[62]**QUESTION 8**

WAGES JOURNAL OF LION TOURS FOR THE WEEK ENDED ON 16 MAY 2021						
Employee	Gross wages	Pension fund	PAYE	UIF	Total deductions	Net wages
K Cloete	2 700,00	✓202,50	✓449,55	✓27,00	✓679,05	✓2 020,95
N Newman	3 160,00	✓237,00	✓526,14	✓31,60	✓794,74	✓2 365,26

[10]

TOTAL SECTION B: 150
GRAND TOTAL: 200