



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

TRAVEL OFFICE PROCEDURES N5

12 June 2025

This marking guideline consists of 9 pages.

SECTION A: INTRODUCTION TO ENTREPRENEURSHIP AND ACCOUNTING PRINCIPLES

QUESTION 1

1.1	1.1.1	A	(10 × 1)	(10)
	1.1.2	D		
	1.1.3	B		
	1.1.4	A		
	1.1.5	D		
	1.1.6	B		
	1.1.7	B		
	1.1.8	C		
	1.1.9	D		
	1.1.10	C		
1.2.	1.2.1	True	(10 × 1)	(10)
	1.2.2	False		
	1.2.3	True		
	1.2.4	True		
	1.2.5	True		
	1.2.6	False		
	1.2.7	True		
	1.2.8	False		
	1.2.9	True		
	1.2.10	True		
1.3	1.3.1	Cheque counterfoil	(5 × 1)	(5)
	1.3.2	Receipt issued		
	1.3.3	Invoice issued		
	1.3.4	Invoice received		
	1.3.5	Petty cash voucher		
				[25]

QUESTION 2

- 2.1 2.1.1 2✓ and 20✓ (2)
- 2.1.2
- There are no formalities required to form a partnership.✓✓
 - Capital is raised easier✓ because there are more people to contribute.✓
 - Capital can be increased✓ or decreased at any time.✓
 - There is a combination of skills and abilities.
 - To get a loan is easier as more than one person will be held liable for repayment.
 - It is cheaper to start as there only needs to be a partnership agreement.
 - No organisation controls or supervises the financial matters of a partnership. (Any 3 × 2) (6)
- 2.1.3 The business will be dissolved/closed down.✓ (1)
- 2.1.4
- Table✓
 - Chairs✓
 - Laptop✓
 - Tablet✓
 - Cellphone
 - Building (Any 4 × 1) (4)
- 2.1.5 Stationery✓ or pens/pencils✓ notebook/book/writing pad/notepad✓ refreshments✓ or tea/coffee✓ (Any 2 × 1) (2)
- 2.2 A business will make a profit when the income exceeds✓ (is more than) the expenses.✓ A business will make a loss when the expenses exceed✓ (is more than) the income.✓ (Any 2 + 2) (4)

2.3

ASSETS	OWNER'S EQUITY	LIABILITIES
R754 000	R524 000✓	R230 000
R103 050✓	R67 000	R36 050
R359 000	R104 000	R255 000✓
R1 256 000	R913 000	R343 000✓
R1 146 000✓	R659 000	R487 000
R877 000	R485 500✓	R391 500

(6)
[25]

TOTAL SECTION A: 50

SECTION B: FINANCIAL RECORDKEEPING**QUESTION 3**

3.1

Cash Payments Journal of Football Travellers – June 2025✓							
Doc no.	Day	Payee	Details of sundries	Sundries amount	Wages	Creditors	Bank
C01	1	L Radebe	Drawings✓	980,00			980,00✓
C02	1	BA				8 544,00	8 544,00✓
C03	4	Cash			8 600,00		8 600,00✓
C04	7	Sportif				3 512,00	3 512,00✓
C05	9	City	Electricity✓	7 600,00			7 600,00✓
C06	11	Cash	Cash Float✓	3 500,00			3 500,00✓
C07	15	Sun International				20 400,00	20 400,00✓
C08	17	Game	Furniture✓	2 099,00			2 099,00✓
C09	21	DHL	Postage✓	1 200,00			1 200,00✓
C10	25	L Radebe	Drawings✓	1 700,00			1 700,00✓
C11	25	MTN	Telephone✓	3 800,00			3 800,00✓
C12	26	B McCarthy	Salaries✓	32 940,00			32 940,00✓
C13	30	Sun International				13 600,00	13 600,00✓
C14	30	BA				12 816,00	12 816,00✓
✓	✓	✓		53 819,00✓	8 600,00✓	58 872,00✓	121 291,00✓

NOTE: Amount to be in correct column to award mark in bank column. (30)

Please turn

3.2

Creditors Journal of Football Travellers – June 2025✓							
Inv. no.	Day	Creditors	Total creditors	Stationery	Equipment	Details of sundries	Sundries amount
CJ4	2	We Buy Cars	42 800,00✓			Vehicles✓	42 800,00✓
CJ5	4	Wholesale Stationers	5 235,00✓	5 235,00✓			
CJ6	15	Engen	2 000,00✓			Fuel✓	2 000,00✓
CJ7	19	Incredible Connection	8 900,00✓		8 900,00✓		
CJ8	20	Wholesale Stationers	790,00✓	790,00✓			
✓	✓	✓	59 725,00✓	6 025,00✓	8 900,00✓		44 800,00✓

(20)

3.3

No. <u>C02✓</u>		TRUSTED BANK LTD Cape Town		No. <u>C02</u> Date: <u>01-Jun-25</u>	
Date: <u>1 Jun 2025✓</u>	Pay: BA				
To: <u>British Airways✓</u>	Amount in words: <u>Eight thousand five hundred and forty four rand only</u>				
For: <u>Creditors✓</u>					
Balance b/f: <u>0</u>		<u>R8 544,00</u>			
This cheque: <u>R8 544,00✓</u>					
Balance c/o: <u>0</u>					
104 401 25632 2	104 401 25632 2	Signature of agent Football Travellers			

(5)
[55]

Please turn

QUESTION 4

General Ledger of Boss Travel Agency									
Petty Cash									
Date		Details	Fol	Amount	Date		Details	Fol	Amount
2025 Jun	1	Balance	b/d	3 500✓	2025 Jun	30	Total Payments✓	PCJ	4 235✓
	15	Bank✓	CPJ	1 000✓		30	Balance	c/d	3 500✓
	30	Bank✓	CPJ	3 235✓✓					
				7 735✓					7 735✓
2025 Jul	1	Balance	b/d	3 500✓					

[12]

QUESTION 5

Wages Journal of Adventure Tours for the week ending 26 June 2025													
Employee	Normal time			Overtime			Gross wages	Deductions				Total deductions	Nett wages
	Hrs	Rate	Amount	Hrs	Rate	Amount		Pension fund	Medical aid	UIF	PAYE		
X. Cage	35	52	1820,00✓	5	78	390,00✓	2210,00✓	127,40✓	273,00✓	22,10✓	249,91✓	672,41✓	1537,59✓
P. Parker	35	64	2240,00✓	7	96	672,00✓	2912,00✓	156,80✓	331,00✓	29,12✓	330,62✓	847,54✓	2064,46✓

[18]

Please turn

QUESTION 6

6.1

INCOME STATEMENT OF SPORT TRAVEL FOR THE YEAR ENDING 30 JUNE 2025		
Commission received		554 900✓
PLUS OTHER INCOME		111 065✓
Rent	76 300✓	
Interest on fixed deposit	34 765✓	
TOTAL INCOME FOR THE PERIOD		665 965✓
LESS EXPENSES		360 419✓
Interest on mortgage bond	9 800✓	
Stationery	19 456✓	
Salaries	123 789✓	
Wages	67 889✓	
Water and electricity	43 675✓	
Telephone	6 758✓	
Advertising	34 759✓	
Levies	5 437✓	
Security	48 856✓	
NET PROFIT FOR THE PERIOD		305 546✓
✓ 1 mark for the correct layout		

(17)

6.2

Balance Sheet of Sport Travel on 30 June 2025

CAPITAL EMPLOYED			
Capital (Note 1)		<u>1 212 002✓</u>	1 212 002✓
LONG TERM LIABILITIES			550 000✓
Mortgage Bond		<u>550 000✓</u>	
			1 762 002✓
EMPLOYMENT OF CAPITAL			
FIXED ASSETS			1 522 283✓
Vehicles		215 128✓	
Equipment		76 834✓	
Land and buildings		<u>1 230 321✓</u>	
INVESTMENT			347 650✓
Fixed deposit		<u>347 650✓</u>	
NET WORKING CAPITAL			-107 931✓
CURRENT ASSETS		86 423✓	
Cash (Note 2)	9 500✓		
Debtors	<u>76 923✓</u>		
LESS CURRENT LIABILITIES		194 354✓	
Creditors	62 233✓		
Bank overdraft	<u>132 121✓</u>		
			1 762 002✓
Note 1: Capital			
Opening balance	950 000✓		
PLUS NET PROFIT	305 546✓		
	<u>1 255 546</u>		
LESS Drawings	43 544✓		
	1 212 002✓		
Note 2: Cash			
Petty Cash	4 000✓		
Cash Float	<u>5 500✓</u>		
	9 500✓		

(1 mark for the correct layout)

(27)

[44]

QUESTION 7

7.1

CASH RECEIPTS JOURNAL	CASH PAYMENTS JOURNAL
316 000 ✓	243 000✓
73 000 ✓	2 000✓
30 000 ✓	15 000✓
31 000✓	10 000✓
	23 000✓
450 000✓	293 000✓

(11)

7.2

BANK RECONCILIATION STATEMENT OF SEAGULL TRAVEL AGENCY ON 30 JUNE 2025

DETAILS	DEBIT	CREDIT
Credit balance according to the Bank Statement		690 000 ✓
Debit outstanding cheques:		
#123	31 000✓	
#129	9 000✓	
Debit amount wrongly credited / Correction	8 000✓	
Credit outstanding deposits:		
T. Theron		99 000 ✓
K. Kuse		66 000✓
N. Nel		51 000✓
Debit balance according to Bank account	858 000✓	
	906 000✓	906 000✓

NOTE: No mark for the amount if the details are incorrect.

(10)
[21]

TOTAL SECTION B: 150
GRAND TOTAL: 200