



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

# **MARKING GUIDELINE**

**NATIONAL CERTIFICATE (VOCATIONAL)**

**NOVEMBER EXAMINATION**

**FINANCIAL MANAGEMENT  
NQF LEVEL 3**

**25 NOVEMBER 2013**

**This marking guideline consists of 20 pages.**

**QUESTION 1**

- |     |        |                       |          |      |
|-----|--------|-----------------------|----------|------|
| 1.1 | 1.1.1  | C ✓                   |          |      |
|     | 1.1.2  | B ✓                   |          |      |
|     | 1.1.3  | A ✓                   |          |      |
|     | 1.1.4  | D ✓                   |          |      |
|     | 1.1.5  | C ✓                   |          |      |
|     | 1.1.6  | D ✓                   |          |      |
|     | 1.1.7  | A ✓                   |          |      |
|     | 1.1.8  | B ✓                   |          |      |
|     | 1.1.9  | B ✓                   |          |      |
|     | 1.1.10 | C ✓                   |          |      |
|     |        |                       | (10 × 1) | (10) |
| 1.2 | 1.2.1  | Withdrawn from ✓      |          |      |
|     | 1.2.2  | Internal ✓            |          |      |
|     | 1.2.3  | Input ✓               |          |      |
|     | 1.2.4  | Loss ✓                |          |      |
|     | 1.2.5  | Diminishing balance ✓ |          |      |
|     | 1.2.6  | Petty cash ✓          |          |      |
|     | 1.2.7  | Service fees ✓        |          |      |
|     | 1.2.8  | Debtor ✓              |          |      |
|     | 1.2.9  | Debit note ✓          |          |      |
|     | 1.2.10 | Payable ✓             |          |      |
|     |        |                       | (10 × 1) | (10) |
| 1.3 | 1.3.1  | K ✓                   |          |      |
|     | 1.3.2  | F ✓                   |          |      |
|     | 1.3.3  | M ✓                   |          |      |
|     | 1.3.4  | C ✓                   |          |      |

|     |        |                           |                         |             |
|-----|--------|---------------------------|-------------------------|-------------|
|     | 1.3.5  | A ✓                       |                         |             |
|     | 1.3.6  | B ✓                       |                         |             |
|     | 1.3.7  | H ✓                       |                         |             |
|     | 1.3.8  | D ✓                       |                         |             |
|     | 1.3.9  | I ✓                       |                         |             |
|     | 1.3.10 | L ✓                       |                         |             |
|     |        |                           | (10 × 1)                | (10)        |
| 1.4 | 1.4.1  | Asset disposal ✓          |                         |             |
|     | 1.4.2  | Five ✓                    |                         |             |
|     | 1.4.3  | Net income ✓              |                         |             |
|     | 1.4.4  | Monthly ✓                 |                         |             |
|     | 1.4.5  | Debtor's control ✓        |                         |             |
|     | 1.4.6  | Petty cash voucher ✓      |                         |             |
|     | 1.4.7  | Skills development levy ✓ |                         |             |
|     | 1.4.8  | Expenditure ✓             |                         |             |
|     | 1.4.9  | Carrying amount ✓         |                         |             |
|     | 1.4.10 | Assets ✓                  |                         |             |
|     |        |                           | (10 × 1)                | (10)        |
|     |        |                           |                         | <b>[40]</b> |
|     |        |                           | <b>TOTAL SECTION A:</b> | <b>40</b>   |

**SECTION B****QUESTION 2****2.1 Cash Receipts Journal of Kei Cash and Carry – November 2013****CRJ 1**

| Doc. | Day | Details | Analysis  | Bank       | Debtors' Control | VAT 14%   | Sales     | Cost of Sales | Fol. | Sundry Amount | Details of Sundry |
|------|-----|---------|-----------|------------|------------------|-----------|-----------|---------------|------|---------------|-------------------|
| CR11 | 12  | Sales   | 11 172,00 | 11 172,00✓ |                  | 1 372,00✓ | 9 800,00✓ | 7 840,00      |      |               |                   |
| CR12 | 24  | Sales   | 7 980,00  | 7 980,00✓  |                  | 980,00✓   | 7 000,00✓ | 5 600,00      |      |               |                   |
|      |     |         |           |            |                  | 2 352,00✓ |           |               |      |               |                   |
|      |     |         |           |            |                  |           |           |               |      |               |                   |

(7)

**2.1.2 Cash Payments Journal of Kei Cash and Carry – November 2013****CPJ1**

| Doc No | Day | Payee           | Bank       | Creditors' Control | VAT 14%   | Trading stock/ Inventory | Sundry Account | Fol. | Details of sundry accounts |
|--------|-----|-----------------|------------|--------------------|-----------|--------------------------|----------------|------|----------------------------|
| 200    | 8   | Penny Suppliers | 800,00✓    |                    | 98,25✓    |                          | 701,75✓        |      | Stationery                 |
| 201    | 27  | Tango Suppliers | 10 146,00✓ |                    | 1 246,00✓ | 8 900,00✓                |                |      |                            |
|        |     |                 |            |                    | 1 344,25✓ |                          |                |      |                            |

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**2.1 Debtors' Journal of Kei Cash and Carry – November 2013****DJ1**

| Doc. | Day | Details | Debtors' Control | VAT<br>14% | Sales     | Cost of<br>Sales |
|------|-----|---------|------------------|------------|-----------|------------------|
| 91   | 19  | A Grey  | 7 923,00✓        | 973,00✓    | 6 950,00✓ | 5 560,00         |
| 92   | 30  | Y. Basi | 9 120,00✓        | 1 120,00✓  | 8 000,00✓ | 6 400,00         |
|      |     |         |                  | 2 093,00✓  |           |                  |
|      |     |         |                  |            |           |                  |
|      |     |         |                  |            |           |                  |

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**2.1 Creditors' Journal of Kei Cash and Carry – November 2013****CJ1**

| Doc. | Day | Details           | Creditor's Control | VAT 14%   | Trading Stock/ Inventory | Sundry Accounts | Fol. | Details of sundry |
|------|-----|-------------------|--------------------|-----------|--------------------------|-----------------|------|-------------------|
| 231  | 10  | Natty Wholesalers | 13 680,00✓         | 1 680,00✓ | 12 000,00✓               |                 |      |                   |
|      |     |                   |                    | 1 680,00✓ |                          |                 |      |                   |
|      |     |                   |                    |           |                          |                 |      |                   |

(4)

**2.1 Debtors' Allowances Journal of Kei Cash and Carry – November 2013****DAJ1**

| Doc. | Day | Details | Debtor's Control | VAT 14% | Sales     | Cost of Sales |
|------|-----|---------|------------------|---------|-----------|---------------|
| 01   | 16  | Y. Basi | 1 368,00✓        | 168,00✓ | 1 200,00✓ | 960,00        |
|      |     |         |                  | 168,00✓ |           |               |
|      |     |         |                  |         |           |               |

(4)

**2.1 Creditors' Allowances Journal of Kei Cash and Carry – November 2013****CAJ1**

| Doc.  | Day | Details           | Creditors' Control | VAT 14% | Trading stock/ Inventory | Sundry accounts | Fol. | Details of sundry accounts |
|-------|-----|-------------------|--------------------|---------|--------------------------|-----------------|------|----------------------------|
| DBN 1 | 4   | Natty Wholesalers | 1 710,00✓          | 210,00✓ | 1 500,00✓                |                 |      |                            |
|       |     |                   |                    | 210,00✓ |                          |                 |      |                            |
|       |     |                   |                    |         |                          |                 |      |                            |

(4)

**2.2 General Ledger of Kei Cash and Carry****Dr****VAT CONTROL ACCOUNT****Cr**

| Date           | Detail             | Fol. | Amount |    | Date           | Detail             | Fol. | Amount |    |
|----------------|--------------------|------|--------|----|----------------|--------------------|------|--------|----|
| 2013<br>Nov 30 | Bank               | CPJ1 | ✓1 344 | 25 | 2013<br>Nov 30 | Bank               | CRJ1 | ✓2 352 | 00 |
|                | Creditors' Control | CJ1  | ✓1 680 | 00 |                | Debtors' Control   | DJ1  | ✓2 093 | 00 |
|                | Debtors' Control   | DAJ1 | ✓168   | 00 |                | Creditors' Control | CAJ1 | ✓210   | 00 |
|                | Balance            | c/d  | ✓1 462 | 75 |                |                    |      |        |    |
|                |                    |      | 4 655  | 00 |                |                    |      | 4 655  | 00 |
|                |                    |      |        |    | 2013<br>Dec 01 | Balance            | b/d  | 1 462  | 75 |

(7)  
[40]

✓ Principle Marking



**QUESTION 3****SALARIES JOURNAL OF KEI CASH AND CARRY FOR NOVEMBER 2013****SJ2**

| Employee | Gross Salary | Deductions   |           |             |         | Total deductions | Net salary | Employer Contributions |             |         |
|----------|--------------|--------------|-----------|-------------|---------|------------------|------------|------------------------|-------------|---------|
|          |              | Pension fund | PAYE      | Medical aid | UIF     |                  |            | Pension fund           | Medical aid | UIF     |
| S. Rose  | 10 458,33✓   | 784,37✓      | 1 160,88✓ | 900,00✓     | 104,58✓ | 2 949,83✓        | 7 508,50✓  | 1 568,74✓              | 1 350,00✓   | 104,58✓ |
| P. Jenny | 10 187,50✓   | 764,06✓      | 1 130,81✓ | 850,00✓     | 101,88✓ | 2 846,75✓        | 7 340,70✓  | 1 528,12✓              | 1 275,00✓   | 101,88✓ |

**[20]**

**QUESTION 4**

4.1

| PETTY CASH JOURNAL OF KEI CASH AND CARRY – NOVEMBER 2013 |     |                    |            |     |       |     |                        |     |                |     |     |     |                 |     |      |                            |
|--|-----|--------------------|------------|-----|-------|-----|------------------------|-----|----------------|-----|-----|-----|-----------------|-----|------|----------------------------|
| Doc  | Day | Details            | Petty Cash |     | Wages |     | Postage and Stationery |     | Staff expenses |     | VAT |     | Sundry accounts |     | Fol. | Details of sundry accounts |
| 131  | 03  | Parcel             | 95         | 00  |       |     | 83                     | 33✓ |                |     | 11  | 67✓ |                 |     |      |                            |
| 132  | 05  | Casual labourer    | 120        | 00  | 120   | 00✓ |                        |     |                |     | 00  | 00✓ |                 |     |      |                            |
| 133  | 08  | Tea, coffee, sugar | 275        | 00  |       |     |                        |     |                |     | 33  | 77✓ | 241             | 23✓ |      | Refreshments               |
| 134  | 11  | Printing paper     | 156        | 00  |       |     | 136                    | 84✓ |                |     | 19  | 16✓ |                 |     |      |                            |
| 135  | 15  | Flowers            | 85         | 00  |       |     |                        |     | 74             | 56✓ | 10  | 44✓ |                 |     |      |                            |
| 136  | 19  | Pens, envelopes    | 180        | 00  |       |     | 157                    | 89✓ |                |     | 22  | 11✓ |                 |     |      |                            |
|  |     |                    | 911        | 00✓ | 120   | 00  | 378                    | 06  | 74             | 56  | 97  | 15✓ | 241             | 23  |      |                            |

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4.2

**General Ledger of Kei Cash and Carry****Dr****Cr****Petty Cash**

| <b>Date</b>           | <b>Details</b> | <b>Fol.</b> | <b>Amount</b> | <b>Date</b>    | <b>Details</b>    | <b>Fol.</b> | <b>Amount</b> |
|-----------------------|----------------|-------------|---------------|----------------|-------------------|-------------|---------------|
| 2013<br>Nov 1         | Bank           | CPJ1        | 1 000,00✓     | 2013<br>Nov 30 | Total<br>Payments | PCJ1        | 911,00✓       |
| 30                    | Bank           | CPJ1        | 911,00✓       |                | Balance           | c/d         | 1 000,00✓     |
|                       |                |             | 1 911,00✓     |                |                   |             | 1 911,00      |
| <b>2013<br/>DEC 1</b> | Balance        | b/d         | 1 000,00✓     |                |                   |             |               |

(6)

**[20]**

**QUESTION 5****5.1 Cash Receipts Journal of Kei Cash and Carry – November 2013****CRJ1**

| Doc. | D<br>a<br>y | Details  | Analysis | Bank       | Debtor's<br>Control | Sales | Fol. | Sundry<br>Amounts | Details of<br>Sundries |
|------|-------------|----------|----------|------------|---------------------|-------|------|-------------------|------------------------|
|      |             | Totals   |          | 10 200,00  |                     |       |      |                   |                        |
| B/S  | 30          | A. Zonke |          | 1 500,00✓  | 1 500,00✓           |       |      |                   |                        |
|      |             | V. Moss  |          | 2 500,00✓  |                     |       |      | 2 500,00          | Rent income✓           |
|      |             |          |          | 14 200,00✓ |                     |       |      |                   |                        |

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## 5.1 Cash Payments Journal of Kei Cash and Carry – November 2013

CPJ 1

| Doc. | Day | Details        | Bank       | Creditor's Control | Trading Stock | Debtor's Control | Wages | Fol. | Sundry Amounts | Details of Sundries     |
|------|-----|----------------|------------|--------------------|---------------|------------------|-------|------|----------------|-------------------------|
|      |     | Totals         | 8 908,00   |                    |               |                  |       |      |                |                         |
| B/S  | 30  | E George (R/D) | 2 500,00✓  |                    |               | 2 500,00✓        |       |      |                |                         |
|      |     | Zeda Motors    | 4 000,00✓  |                    |               |                  |       |      | 4000,00        | Drawings✓               |
|      |     | Savvy Bank     | 275,00✓    |                    |               |                  |       |      | 275,00         | Interest on overdraft ✓ |
|      |     |                | 260,00✓✓   |                    |               |                  |       |      | ✓260,00        | Bank charges✓           |
|      |     |                | 15 943,00✓ |                    |               |                  |       |      |                |                         |
|      |     |                |            |                    |               |                  |       |      |                |                         |
|      |     |                |            |                    |               |                  |       |      |                |                         |

(11)

**5.2 General Ledger of Kei Cash and Carry – November 2013****Dr****Cr****Bank**

| <b>Date</b>       | <b>Details</b> | <b>Fol.</b> | <b>Amount</b> | <b>Date</b>       | <b>Details</b>    | <b>Fol.</b> | <b>Amount</b> |
|-------------------|----------------|-------------|---------------|-------------------|-------------------|-------------|---------------|
| 2013<br>Nov<br>01 | Balance        | b/d         | 12 579,00     | 2013<br>Nov<br>30 | Total<br>Payments | CPJ1        | ✓15 943,00    |
|                   | Total Receipts | CRJ1        | ✓14 200,00    |                   | Balance           | c/d         | ✓10 836,00    |
|                   |                |             | ✓26 779,00    |                   |                   |             | 26 779 ,00    |
| 2013<br>Dec<br>01 | Balance        | b/d         | ✓ 10 836,00   |                   |                   |             |               |

(5)

**5.3 Bank Reconciliation Statement of Kei Cash and Carry on 30 November 2013**

|  |           | <b>Debit</b>     | <b>Credit</b>                                       |
|--|-----------|------------------|---|
| Cr Balance according to bank statement |           |                  | 9 465,00✓   |
| Cr Outstanding deposit                 |           |                  | 5 000,00✓   |
| Dr Outstanding cheques:                |           | <b>4 170,00✓</b> | <i>If this amount is omitted do not give a mark</i> |
| No. 35                                 | 2 350,00✓ | =                |   |
| No. 38                                 | 1 820,00✓ |                  |   |
| Cr incorrect entry                     |           |                  | 541,00✓   |
| Dr Balance according to bank account   |           | 10 836,00✓       |   |
|  |           | 15 006,00✓       | 15 006,00✓  |

(9)

(Students do not have to have written the words 'debit' and 'credit'. They can have 'add' instead of 'credit' and 'less' instead of debit.)

(They can also have a SINGLE money column instead of two).

(Also accept students' appropriate descriptions.)

**QUESTION 5.4.1**

| General Journal of Kei Cash and Carry - November 2013 |  |                   |                   | GJ 1                  |                       |
|---|--|-------------------|-------------------|-----------------------|-----------------------|
|   |  | General ledger Dr | General ledger Cr | Creditor's Control Dr | Creditor's Control Cr |
|   | Quality Suppliers:<br>(Creditors Control)<br>Bank          | 6 300,00✓         | 6 300,00✓         | 6 300,00✓             |                       |
|   | Eddies Stores:<br>(Creditors Control)<br>Discount received | 500,00 ✓          | 500,00✓           | 500,00✓               |                       |
|   |  |                   |                   | 6 800,00              |                       |

(6)

**QUESTION 5.4.2**

| Dr             |                     |     |            | Creditors' Control Account |         |     |            | Cr |  |
|----------------|---------------------|-----|------------|----------------------------|---------|-----|------------|----|--|
| Date           | Details             | Fol | Amount     | Date                       | Details | Fol | Amount     |    |  |
| 2013<br>Nov 30 | * Journal<br>debits | GJ  | 6 800,00✓✓ | 2013<br>Nov 01             | Balance | b/d | 19 000,00✓ |    |  |
|                | Balance             | c/d | 12 200,00✓ |                            |         |     |            |    |  |
|                |                     |     | 19 000,00  |                            |         |     | 19 000,00  |    |  |
|                |                     |     |            | 2013<br>Dec 01             | Balance | b/d | 12 200,00  |    |  |

\* OR

Journal debit    GJ    6 300✓  
Journal debit    GJ    500✓

**[40]**



**QUESTION 6**

6.1

| KEI CASH AND CARRY   |            |              |                          |                 |
|--|------------|--------------|--------------------------|-----------------|
| Asset Register   |            |              | Page 12                  |                 |
| Asset description : Acer Data Projector✓                         |            |              |                          |                 |
| Bought from : Swift Connections✓                                 |            |              |                          |                 |
| Date purchased : 1 March 2011✓                                   |            |              | Cost Price: R5 000,00✓   |                 |
| Depreciation method 20% per annum on diminishing balance method. |            |              |                          |                 |
| Date sold  |            | Sold to      | Selling price            |                 |
| 30 June 2013   |            |              |                          |                 |
|  |            |              |                          |                 |
| Date   | Cost       | Depreciation | Accumulated depreciation | Carrying amount |
| 1 March 2012   | ✓R5 000,00 |              |                          | ✓R5 000,00      |
| 28 Feb 2013  | R5 000,00  | ✓ R1 000,00  | ✓R1 000,00               | ✓R4 000,00      |
| 30 June 2013   | R5 000,00  | ✓ ✓R266,67   | ✓ ✓ R1 266,67            | ✓R3 733,00      |
|  |            |              |                          |                 |
|  |            |              |                          |                 |
|  |            |              |                          |                 |

(14)

| KEI CASH AND CARRY   |           |              |                          |                 |
|--|-----------|--------------|--------------------------|-----------------|
| Asset Register   |           |              | Page 12                  |                 |
| Asset description : Acer Data Projector✓                         |           |              |                          |                 |
| Bought from : Swift Connections✓                                 |           |              |                          |                 |
| Date purchased : 1 March 2011✓                                   |           |              | Cost Price: R5 000,00✓   |                 |
| Depreciation method 20% per annum on diminishing balance method. |           |              |                          |                 |
| Date sold  |           | Sold to      | Selling price            |                 |
| 30 June 2013   |           |              |                          |                 |
|  |           |              |                          |                 |
| Date   | Cost      | Depreciation | Accumulated depreciation | Carrying amount |
| 1March 2011  | R5 000,00 |              |                          | ✓R5 000,00      |
| 28 Feb 2012  | R5 000,00 | ✓ R1 000,00  | ✓R1 000,00               | ✓R4 000,00      |
| 28 Feb 2013  | R5 000,00 | ✓R800.00     | ✓R1 800.00               | ✓R3 200.00      |
| 30 June 2013   | R5 000,00 | ✓R213.33     | ✓ R2 013.33              | ✓R2 986.67      |
|  |           |              |                          |                 |
|  |           |              |                          |                 |

6.2

**Ledger of Kei Cash and Carry**

6.2.1

**Dr****Vehicles****Cr**

| Date           | Details | Fol. | Amount     | Date              | Details        | Fol. | Amount     |
|----------------|---------|------|------------|-------------------|----------------|------|------------|
| 2012<br>Mar 01 | Balance | b/d  | ✓50 000,00 | 2013<br>Feb<br>28 | Asset disposal |      | ✓12 000,00 |
|                |         |      |            |                   | Balance        | c/d  | ✓38 000,00 |
|                |         |      | ✓50 000,00 |                   |                |      | ✓50 000,00 |
| 2013<br>Mar 01 | Balance | b/d  | ✓38 000,00 |                   |                |      |            |

**(6)**

6.2.2

**Accumulated Depreciation on Vehicles****Dr****Cr**

| Date              | Details        | Fol. | Amount     | Date           | Details | Fol. | Amount     |
|-------------------|----------------|------|------------|----------------|---------|------|------------|
| 2013<br>Feb<br>28 | Asset disposal |      | ✓3 000,00  | 2012<br>Mar 01 | Balance | b/d  | ✓15 000,00 |
|                   | Balance        | c/d  | ✓12 000,00 |                |         |      |            |
|                   |                |      | ✓15 000,00 |                |         |      | ✓15 000,00 |
|                   |                |      |            | 2013<br>Mar 01 | Balance | b/d  | ✓12 000,00 |

**(6)**

6.2.3

**Dr****Asset Disposal Account****Cr**

| Date              | Details  | Fol. | Amount     | Date              | Details                                  | Fol. | Amount     |
|-------------------|----------|------|------------|-------------------|--|------|------------|
| 2013<br>Feb<br>28 | Vehicles |      | 12 000,00✓ | 2013<br>Feb<br>28 | Accumulated<br>depreciation:<br>Vehicles |      | 3 000,00✓  |
|                   |          |      |            |                   | Bank                                     |      | 8 500,00✓  |
|                   |          |      |            |                   | Loss on sales of<br>asset                |      | 500,00✓    |
|                   |          |      | 12 000,00✓ |                   |  |      | 12 000,00✓ |

**(6)**

- 6.3.1 The price at which the motorbike was sold was **not a good** business decision, ✓✓ because the motorbike was **sold for less than its book value** therefore making a **loss**✓✓ (4)
- 6.3.2 The value of non-current assets decreased ✓✓ (2)
- 6.3.3 The assets become **old/ obsolete** so that they are of **little or no use** to the business.✓✓ (2)
- [40]

**TOTAL SECTION B: 160**  
**GRAND TOTAL: 200**