

PROKUREURSEKSAMEN

DEEL 4 BOEKHOU

17 FEBRUARIE 1999

14:30-16:30

Totaal: [100]

1. Die vrae mag in Afrikaans of Engels beantwoord word.
2. Kandidate mag sakrekenaars gebruik.
3. By beantwoording van vrae moet die betrokke inskrywings duidelik geïdentifiseer, omskryf en uiteengesit word.
4. Afsonderlike besigheids- en trustkasboeke, asook kliëntegrootboekrekeninge moet geopen word en moet nie gekombineer word nie. Joernalinskrywings moet behoorlik beskryf en geïdentifiseer word.
5. Kandidate mag slegs op een kant van die papier skryf.
6. Tensy daar 'n spesiale rede bestaan, word 'n kandidaat nie vir 'n mondeling in hierdie deel ingeroep as 50% en meer behaal is nie. Indien 'n kandidaat minder as 40% behaal sal hy/sy nie kwalifiseer vir 'n mondeling nie en sal hierdie deel druip.

ATTORNEYS' EXAMINATION

PART 4 BOOKKEEPING

17 FEBRUARY 1999

14:30-16:30

Total: [100]

1. The questions may be answered in English or Afrikaans.
2. Candidates may use calculators.
3. In answering the questions you should ensure that the relevant entries are clearly identified, narrated detailed.
4. Separate business and trust cash books and clients' ledger accounts must be opened and are not to be combined. - Journal entries must be properly identified and narrated.
5. Candidates must write on one side of the paper only.
6. Except if a special reason exists, a candidate will not be required to do an oral in this part if 50% or more is attained. If a candidate achieves less than 40% he/she will not qualify for an oral and will have failed this part.

VRAAG 1 [70]

U trustkasboeksaldo op 31 Desember 1998 is R150 000,00. Op dieselfde dag is u trustbanksaldo R165 000,00. U bankrekonsiliasiestaats toon dat 'n tjek van R15 000,00 wat aan kliënt A uitgereik is, nog nie vir betaling aan die bank gebied is nie. U besigheidskasboeksaldo is R10 000,00 (gunstig).

Die volgende transaksies vind gedurende Januarie 1999 plaas.

- Jan 3 Mnr X besoek u en deel u mee dat hy betaling van 'n tjek vir R20 000,00 wat hy in Desember 1998 aan u gegee het, gestaak het omdat sy fondse te skraps was. Hy oorhandig R20 000,00 in kontant aan u. Die geld is 'n deposito vir 'n eiendom wat hy gekoop het. Hy betaal u ook R7 000,00 in kontant vir u pro forma-kostes vir die oordrag.
- 4 U betaal hereregte van R3 000,00 in X se aangeleentheid.
- 5 Mev D betaal u R1 000,00 as deposito vir haar egskeidingsgeding. U reik dagvaarding namens haar uit en gebruik R70,00 vir inkomsteseëls vanuit kleinkas en debiteer 'n fooi van R342,00 wat BTW insluit.
- 7 Die tjek vir R15 000,00 wat in Desember 1998 aan kliënt A uitgereik is, word terug gestuur met 'n nota "adres onbekend". U skryf die tjek terug en poog om A se nuwe adres op te spoor.
- 8 Mnr E betaal u R1 200,00 met 'n tjek as eerste afbetaling op sy skuld aan u kliënt mev F. U het 'n aanmaningsbrief aan E geskryf (fooi R50,00).
- 9 Mnr G betaal u fooi van R3 420,00 (insluitend BTW) vir 'n afgehandelde strafsak op dieselfde dag.
- 10 U verreken aan mev F.
- 14 U bank deel u mee dat mnr E se tjek vir R1 200,00 onteer is.
- 15 U betaal die balju R200,00 vir die betekening van dagvaarding namens mev D.
- 16 Mev D versoek u om u lêer in haar geding te sluit en aan haar te verreken. U doen dit.
- 17 Die oordrag aan X word geregistreer. U debiteer u fooi vir R4 000,00 en betaal die verkoper, mnr S, R20 000,00.
- 18 U het u korrespondent ABC & Kie opdrag gegee om R50 000,00 in te vorder van skuldenaar Green namens Black. U ontvang die volgende staats.

QUESTION 1 [70]

Your trust cash book balance on 31 December 1998 is R150 000,00. On the same day your trust bank balance is R165 000,00. Your bank reconciliation statement reveals that a cheque for R15 000,00 issued to client A has not yet been presented to the bank. Your business cash book balance is R10 000,00 (favourable).

The following transactions take place during January 1999.

- Jan 3 Mr X calls on you and informs you that he has stopped payment of a cheque for R20 000,00 given to you in December 1998 as he was short of funds. He hands you R20 000,00 in cash to replace the cheque. The money is a deposit for a property he has purchased. He also pays you R7 000,00 cash in respect of your pro forma account for the costs of transfer.
- 4 You pay transfer duty of R3 000,00 in the matter of X.
- 5 Mrs D pays you R1 000,00 as a deposit for her divorce action. You issue summons on her behalf and use R70,00 for revenue stamps from petty cash and debit a fee of R342,00 including VAT.
- 7 The cheque for R15 000,00 issued in December 1998 to client A is returned in the post "address unknown". You write back the cheque and attempt to trace A's new address.
- 8 Mr E pays you R1 200,00 by cheque as a first installment on his indebtedness to your client Mrs F. You had issued a letter of demand to E (fee R50,00).
- 9 Mr G pays you your fee of R3 420,00 (including VAT) for a completed criminal matter on the same day.
- 10 You account to Mrs F.
- 14 Your bank advises you that Mr E's cheque for R1 200,00 has been dishonoured.
- 15 You pay the Sheriff R200,00 for service of summons on behalf of Mrs D.
- 16 Mrs D advises you to close your file on her case and account to her. You do so.
- 17 The transfer to X is registered. You debit your fee of R4 000,00 and pay the seller, Mr S, R20 000,00.
- 18 You have instructed your correspondent ABC & Co to collect R50 000,00 from debtor Green on behalf of Black. You receive the following statement.

BLACK VS GREEN

Per kontant Green		R50 000,00
Aan fooi dagvaarding	R 300,00	R 100,00
Invorderingskommissie	R 250,00	R 83,00
Aan tjek hiermee	<u>R49 633,00</u>	
	<u>R50 183,00</u>	<u>R50 183,00</u>

20 Mnr E betaal u R1 200,00 in kontant ten aansien van die onteerde tjek.

30 U betaal salarisse ten bedrae van R20 000,00.

U moet die voorgaande transaksies in al u rekeningkundige boeke aanbring en u kasboeke balanseer soos op 31 Januarie 1999. U moet opdragte aan u besighedsrekening bewerkstellig wanneer u geregtig is om dit te doen.

U mag BTW buite rekening laat tensy dit spesifiek in die transaksies vermeld word.

(5 punte sal toegeken word vir duidelik geïdentifiseerde rekeninge, netheid en uitleg).

VRAAG 2 [10]

2.1 U het R20 000,00 ingevorder namens u kliënt, mnr Bafana. Hy deel u mee dat hy nie oor 'n bankrekening beskik nie en versoek dat u 'n kontantjek aan hom moet uitreik vir die geld aan hom verskuldig.

Hoe sal u te werk gaan om uitvoering aan u kliënt se opdrag te gee? (7)

2.2 Mag trustjeks getrek word: -

2.2.1 sonder dat hulle gekruis en "nie verhandelbaar" gemerk is? (1)

2.2.2 betaalbaar aan "draer"? (1)

2.2.3 betaalbaar aan 'n ongeïdentifiseerde begunstigde? (1)

VRAAG 3 [20]

Sit die prosedure uiteen wat gevolg moet word wanneer u trustkasboek gerekonsilieer word met u trustbankstate.

BLACK VS GREEN

By cash Green		R50 000,00
To fee summons	R 300,00	R 100,00
Collection commission	R 250,00	R 83,00
To cheque herewith	<u>R49 633,00</u>	
	<u>R50 183,00</u>	<u>R50 183,00</u>

20 Mr E pays you R1 200,00 cash in respect of the RD cheque.

30 You pay salaries of R20 000,00.

Enter the aforesaid transactions in all your books of account and balance your cash book as at 31 January 1999. You are to effect transfers to your business account when you are entitled to do so.

You may ignore VAT unless specifically mentioned in the transaction.

(5 marks will be allocated for clearly identified accounts, neatness and layout).

QUESTION 2 [10]

2.1 You have collected R20 000,00 on behalf of your client, Mr Bafana. Your client informs you that he does not have a bank account and requests that you give him a cash cheque for moneys due to him.

How would you go about giving effect to your client's instruction? (7)

2.2 May trust cheques be drawn: -

2.2.1 without being crossed and marked "not negotiable"? (1)

2.2.2 payable to "bearer"? (1)

2.2.3 payable to an unidentified payee? (1)

QUESTION 3 [20]

Set out the procedure to be followed when reconciling your trust cash book with your trust bank statements.