

## PROKUREURSEKSAMEN

### DEEL 4 BOEKHOU

7 FEBRUARIE 2018

14:00-16:15

Totaal: [100]

*Kandidate kry 15 minute om die vraestel deur te lees voor hulle begin skryf. Geen kandidaat mag tydens hierdie tyd in die antwoordboek begin skryf nie. Die eksamen van 2 uur volg dan.*

1. Kandidate mag sakrekenaars gebruik.
2. By beantwoording van vrae moet die betrokke inskrywings duidelik geïdentifiseer, omskryf en uiteengesit word.
3. Afsonderlike besigheids- en trustkasboeke, asook kliëntegrootboekrekeninge moet geopen word en moet nie gekombineer word nie. Joernaalinskrywings moet behoorlik beskryf en geïdentifiseer word.
4. Skryf asseblief slegs in pen op die regterkantse bladsye.
5. Tensy daar 'n spesiale rede bestaan, word 'n kandidaat nie vir 'n mondeling in hierdie deel ingeroep as 50% of 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

7 FEBRUARY 2018

14:00-16:15

Total: [100]

*Candidates are allowed 15 minutes to peruse the paper before starting to answer the questions. No candidate may start writing in the answerbook during this period. The examination of 2 hours then follows.*

1. Candidates may use calculators.
2. In answering the questions you should ensure that the relevant entries are clearly identified, narrated and detailed.
3. 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.
4. Please write only in pen on the right-hand pages.
5. 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 section.

**VRAAG 1 [45]**

U kry opdrag van 'n korrespondent om namens 'n kliënt aksie in te stel. U kom ooreen op 'n prokureur-en-kliënt tarief vir u gelde.

- a) In die loop van die geding gaan u die volgende uitgawes aan:

Uitgawe	R 500
Betaal advokaat vir deklarasie	R 4 500
Betaal Balju	R 500
Betaal advokaat vir voorverhoor	R 3 000
Betaal advokaat op verhoor – dag een	R33 000
Betaal advokaat op verhoor – dag twee	R22 000
Betaal deskundige getuiefooi	R35 000

- b) U debiteer 'n interim fooi van R24 000.

- c) U ontvang betaling van die korrespondent vir bostaande fooi en uitgawes.

- d) Aan die einde van die verhoor debiteer u verdere prokureur-en-kliëntfooi ten bedrae van R36 000.

- e) Uitspraak is ten gunste van u kliënt en die hof gelas verweerder om party-en-party-koste te betaal.

- f) U stel u en u korrespondent se kosterekeninge op en op taksasie laat die Takseermeester slegs toe:

- R20 000 deskundige getuiefooi;
- R24 000 vir advokaat eerste dag en R16 000 vir die tweede dag;
- R45 000 vir u fooi en R15 000 vir korrespondent se fooi.

- g) Die bedrag van die kosterekening word betaal.

**QUESTION 1 [45]**

You receive instructions from a correspondent to institute action on behalf of a client. You agree on an attorney/client tariff for the basis of your charges.

- a) In the course of the action you incur the following disbursements:

Disbursement	R 500
Pay counsel for drafting particulars of claim	R 4 500
Pay Sheriff	R 500
Pay counsel for attending pre-trial conference	R 3 000
Pay counsel for trial – first day	R33 000
Pay counsel for trial – second day	R22 000
Pay expert witness his fee	R35 000

- b) You debit an interim fee of R24 000.

- c) You receive payment from your correspondent for the disbursements and interim fees as set out above.

- d) At the end of the trial you debit further attorney and client fees in the amount of R36 000.

- e) Judgment is granted in favour of your client and the court orders the defendant to pay party and party costs.

- f) You draw your and your correspondent's bill of costs and on taxation the Taxing Master only allows:

- R20 000 in respect of expert's fees;
- R24 000 for counsel's fees for the first day and R16 000 in respect of the second day;
- R45 000 for your fees and R15 000 for your correspondent's fees.

- g) The amount of the taxed bill is paid.

U moet bogemelde transaksies in u trust- en besigheidsrekeningboeke aanteken en dan volledig aan u korrespondent verreken. Die gewone een-derde toelaag tussen u en u kliënt geld. Ignoreer BTW. Stel die afrekeningstaat op.

Record the above transactions in your trust and business books of accounts and then account fully to your correspondent. The usual one third allowance as between yourself and your correspondent applies. Exclude VAT. Draw the statement of account.

**VRAAG 2 [40]**

**QUESTION 2 [40]**

U kliënt Kat Stevens doen die volgende transaksies met u gedurende September 2016:

Your client Kat Stevens had the following transactions with you during September 2016:

- a) Stevens gee u opdrag om R10 000 van u kliënt te vorder. U stuur 'n aanmaning op 1 September 2016 en debiteer R500 foie. Op 6 September ontvang u R10 000 in kontant. U debiteer R1 000 invorderingskommissie.
- b) Op 7 September 2016 verkoop Stevens sy huis vir R1 500 000 aan Ben en gee u opdrag om transport te passeer. Koper moet alle transportkoste betaal. Op dieselfde dag ontvang u R500 000 van die Koper synde die deposito op die koopprys. Die balans word deur 'n bank gewaarborg. U kry 'n skriftelike mandaat van Ben om die deposito hangende transport namens hom te belê.
- c) Op 8 September 2016 betaal u here-regte ten bedrae van R50 000 aan die Ontvanger van Inkomste.
- d) Op 10 September 2016 betaal Ben die R50 000 terug tesame met R34 200 vir transportkoste.
- e) Op 11 September 2016 spreek Stevens u oor 'n egskeiding. Hy stem toe om die bedrag wat u van die skuldenaar gevorder het by u te laat as deels deposito op u gelde en gee u as verdere deposito 'n tjek vir R5 000 deur Reynolds in sy guns getrek en deur hom geëindosseer in u guns.

- a) Stevens had instructed you to collect an amount of R10 000 from a debtor. You write a letter of demand on 1 September 2016, debiting a fee of R500 and on 6 September 2016 you receive payment of R10 000 in cash. You debit R1 000 collection commission.
- b) On 7 September 2016 Stevens sells his house for R1 500 000 to Ben and instructs you to pass the transfer, the purchaser being responsible for all costs of transfer. On the same day you receive R500 000 from the purchaser being the deposit on account of the purchase price is guaranteed by a bank. You obtain written authority from Ben to invest the deposit on his behalf until registration of transfer.
- c) On 8 September 2016 you pay transfer duty of R50 000 in cash to the Receiver of Revenue.
- d) On 10 September 2016 Ben repays you the sum of R50 000 in cash together with a further R34 200 on account of your transfer fees.
- e) On 11 September 2016 Stevens sees you about a divorce. He agrees to leave the money collected from the debtor as part deposit on account of your fees and gives you a further cheque of R5 000 drawn by Reynolds in his favour and endorsed by him as an additional deposit.

f) U gee opdrag aan advokaat en op 15 September 2016 ontvang u die besonderhede van vordering in die egskeiding en advokaatse rekening van R2 850 wat BTW teen 14% insluit. U betaal die rekening.

g) Op 16 September 2016 stuur die bank die tjek vir R5 000 terug, gemerk "V/T".

h) Op 27 September 2016 word transport na Ben geregistreer. U ontvang op die bankwaarborg R1 000 000 en u debiteer 'n fooi van R34 200 vir die transport. U onttrek die trustbelegging en ontvang die R7 800 rente.

i) Op 29 September 2016 deel Stevens u mee dat hy en sy vrou versoen is. U debiteer 'n fooi van R2 280 (wat BTW insluit) en sluit die lêer.

j) Op 30 September 2016 verreken u aan beide Stevens en Ben.

Teken al die transaksies in u rekeningboeke aan. Geld moet slegs eenkeer van trust na besigheid oorgedra word en wel aan die einde van die maand. Maak voorsiening vir BTW teen die heersende koers. U moet afrekeningstate vir beide Stevens en Ben opstel.

**VRAAG 3**

**[15]**

Op 31 Maart 2017 toon u besigheidsbankstaat 'n oortrekking van R11 400. Op dieselfde datum toon u kasboek 'n debietbalans van R1 482. U vergelyk u kasboekinskrywings met die bankstaat en vind die volgende verskille:

1. 'n Eletroniese oordrag van R2 800 aan 'n kliënt verskyn slegs in die kasboek.

f) You brief counsel and on 15 September 2016 you receive particulars of claim in the divorce matter together with counsel's account for R2 850 which includes VAT at 14%, and you pay the account.

g) On 16 September 2016, the bank returns the cheque for the amount of R5 000 marked "R/D".

h) On 27 September 2016 the transfer to Ben is registered. You receive R1 000 000 on presentation of the bank guarantee for payment and you debit a fee of R34 200 for the transfer. You withdraw the trust investment and receive R7 800 interest thereon.

i) On 29 September 2016 Stevens Tells you that he has become reconciled with his wife. You debit a fee for R2 280 (including VAT) and close the file.

j) On 30 September 2016 you account to both Stevens and Ben.

Record all the transactions as they would appear in your books of account. Funds must be transferred from your trust to business account only once namely at the end of the month. Make provision where applicable for VAT at the appropriate rates. It is necessary to prepare accounting statements to both Stevens and Ben.

**QUESTION 3**

**[15]**

On 31 March 2017 your business bank statement reflected an overdrawn balance of R11 400. On the same date your cash book balance reflected a debit balance of R1 482. You compare your cash book entries with the bank statement and identify the following differences:

1. An electronic transfer for R2 800, issued to a client, appears only in the cash book.

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|--|--|
| 2. 'n Tjek vir R1 360 van 'n skuldenaar ontvang is onteer. Dit verskyn nie in die kasboek nie.                                     | 2. A cheque for R1 360, received from a debtor, has been dishonoured. This does not appear in your cash book.                          |
| 3. Rente van R911 op die oortrekking is nie in die kasboek aangeteken nie.   | 3. Interest of R911 on the overdraft has not been entered in the cash book.  |
| 4. 'n Tjek vir R4 911 wat getrek is op die trustbankrekening is verkeerdlik deur die bank uit die besigheidsrekening betaal.       | 4. A cheque for R4 911, drawn on the trust banking account, has been erroneously paid by the bank from the business account.           |
| 5. U assuransië aftrekorder vir R1 000 is nie in die kasboek aangeteken nie.   | 5. Your insurance stop order for R1 000 is not recorded in the cash book.  |
| 6. 'n Elektroniese oordrag van R4 000 ter betaling van 'n kliënt se rekening verskyn op die bankstaat maar nie in die kasboek nie. | 6. An electronic transfer of R4 000 in payment of a client's account appears on the bank statement, but is not shown in the cash book. |
| 7. 'n Deposito van R11 000 wat in die kasboek aangeteken is, verskyn nie op die bankstaat nie.                                     | 7. A deposit of R11 000 which was entered in the cash book does not appear on the bank statement.                                      |
| 8. 'n Deposito van R5 000 is verkeerdlik in die kasboek as R5 500 aangeteken.  | 8. A deposit of R5 000 was incorrectly recorded in your cash book as R5 500.   |
| U moet:  | Required:  |
| ■ 'n Aanvullende kasboek opstel. (9)   | ■ Prepare a Supplementary Cash Book; (9)   |
| ■ 'n Bankrekonsiliasiestaat soos op 31 Maart 2017 opstel. (6)  | ■ Prepare a Bank Reconciliation Statement as at 31 March 2017. (6)   |

- DIE EINDE -

- THE END -