



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Tshwane South  
TVET College

*"achieve the future"*

# **SUBJECT: OFFICE PRACTICE LEVEL: N5**

## **MODULE 6: FINANCIAL RECORDS**

# TOPIC

After completing this topic, you will be able to:

- Correctly complete a remittance register from documentation
- Handle basic wage system
- Handle petty cash and complete petty cash book
- Handle and control the depositing of money and prepare deposit slip
- Handle, prepare and control internal claims

# TOPIC

## Content

- Remittance registers.
- What is the information that needs to be included in a remittance register?
- What are the guidelines to complete a remittance register?
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- Basic wage system and answer the following questions provided.
- Discuss the following terms:
- Hourly wage system
- Overtime remuneration
- UIF
- PAYE and SITE
- What is the difference between wages and salaries?
- What are the reasons for keeping wage records?

# Previous Question paper

Petty cash and answer the following questions provided

- Briefly explain the control of float.
- Briefly explain the procedure for validating expenses.
- Briefly explain the accountability procedure and security of petty cash
- What is the purpose of using petty cash in a business?
- Which system needs to be followed if someone request small money to buy groceries?
- Depositing of money
- Explain policy prescription and control and answer the following questions provided.
- Which procedure must be followed when handling deposit of money at the bank?
- Name the guidelines to be followed for receiving and depositing money.
- Name and discuss methods of internal claims.