

FINANCIAL DOCUMENTS

13 FEBRUARY 2014



Lesson Description

In this lesson we:

- Work with financial documents such as:
 - Household bills (electricity, water, cell phone, etc)
 - Shopping documents (till slips, account statements)
 - Banking documents (bank statements and fee structures)
- Documents relating to the workplace and small finance, including:
 - Payslips
 - Budgets
 - Quotations
 - Invoices
 - receipts



Summary

Before even reading the questions, look at the resources (document) and:

- Get an idea as to what document you are looking at
- Look over all the content and ask yourself questions and answer them to yourself before even looking at the test questions
- Look for missing information
- Look for critical information
- Read the document carefully

Once you have answered each test question, ask yourself if the question is answered correctly.



Test Yourself

Consider the following cash slip when answering the questions that follow:

KWIKSPAR	
237 Main Road	
SOAP SUNLIGHT	8.45
1 KG POTATOES	12.99*
OMO COLD WASH	28.89
ALBANY BREAD 700G	8.97*
TASTIC RICE 1KG	14.55*
SMKD HAM 15.95 less discount 6.00	9.95
BULK BEEF CUBES 2KG	82.60
SWEETCORN	14.99*
KNORR SOUP PACKET	8.35
TASTIC RICE 1KG	14.55*
TOILET PAPER	
6 @ 3.20	19.20
LIGHT BULB 250W	5.50*
CABBAGE	5.55*
CADBURY CHOC	3.20
TOTAL	237.34
ROUNDING	0.04
CASH	240.00
CHANGE	2.70
14% VAT	20.35
08/05/2012 09: 56 CASHIER: Vanessa Maduna	
Customer help line: 0860 123 4518 HAVE A NICE DAY	

Question 1

On what date did this shopping take place?

- A. 5th of May 2012
- B. 8th of May 2012
- C. 20th December 2008
- D. 8th June 2012

Question 2

At what time of the day did this shopping take place?

- A. 9.56pm
- B. 9.56am
- C. 7.56am
- D. 7.56pm

Question 3

If Khoza entered the shop 1 hour 23 minutes before paying, at what time did he enter the shop?

- A. 9.33pm
- B. 8.33pm
- C. 9.33am
- D. 8.33am

Question 4

How much did Khoza pay for sweetcorn?

- A. R17,09
- B. R13,14
- C. R14,99
- D. R82,60

Question 5

What size bag of rice did Khoza buy?.

- A. 100g
- B. 1 000g
- C. 10g
- D. 10 000g

Question 6

What is the price of one roll of toilet paper?

- A. R19,20
- B. R6,00
- C. R3,20
- D. Not known

Question 7

What is the name of the cashier that rung up the groceries?

- A. Khoza
- B. Vannessa Maduna
- C. Kwik Spar
- D. Not known

Question 8

The price of a packet of ham shown on the fridge is R15,95, but Khosa only paid R9,95 for the ham. Explain why this is the case.

- A. A mistake was made by the cashier
- B. The price was always R9,95
- C. A discount of R6 was offered
- D. No indication is given on the cash slip.

Question 9

What is the cost per kilogram of the beef cubes?

- A. R82,60
- B. R41,30
- C. R165,20
- D. R123,90

Question 10

What does the astrix (*) next to some of the prices indicate?

- A. Good value for money
- B. Vat is charged on these goods
- C. Vat is not charged on these goods
- D. The goods are fresh



Improve your Skills

Question 1

Ms Pretorius went shopping at Queens Stores and received the till slip shown below.

Study the till slip and answer the questions that follow:

QUEENS STORES QUEENS TOWN 25 QUEEN AVENUE, QUEENS TOWN 3771 30/04/2010	
Dog food	R24,71
Chicken mushroom pie	R 4,39
White toasted bread	R 3,99
Soft drink 450 ml	R 4,50
Salted chips	?
Peanuts and raisins	R 5,45
Plastic bag	R 0,21
Sub-Total	R45,62
KEEP TILL SLIP AS PROOF OF PURCHASE	

- 1.1 On what date did Ms Pretorius shop at Queens Stores? (1)
- 1.2 Calculate the amount Ms Pretorius paid for the salted chips. (2)
- 1.3 In the month of May Ms Pretorius paid R24,50 for the dog food. Calculate the percentage increase in the price of the dog food. Round off your answer to two decimal places. (3)

$$\text{Percentage increase} = \frac{\text{difference in the price}}{\text{original price}} \times 100$$

- 1.4 At the end of the month Ms Pretorius returned to Queens Stores and found that the price of peanuts and raisins had been reduced by 20%. Calculate the price that she would have paid for the peanuts and raisins at the end of the month. (3)
- 1.5 Customers are advised to retain a till slip as proof of purchase. Provide one other reason why it is important to retain a till slip. (1)

[10]

notes for...

Question 2

Saint Matthew School		STATEMENT		
TO Mr and Mrs. Ngobisi 687 Flipand Road Umlazi Durban 4000		STATEMENT NUMBER	20	
		STATEMENT DATE	August 31, 2011	
		ACCOUNT NUMBER	2009 1104 2003	
		AMOUNT DUE	R 4 033,55	
		PAYMENT DUE DATE	10-Sep-11	
DATE	DESCRIPTION	CHARGES	CREDIT	BALANCE
BALANCE FORWARD:				
July 31, 2011	Balance			R 3 550,00
August 1, 2011	Monthly Fees	R 3 500,00		R 7 050,00
August 5, 2011	Grade 1 Camp	R 380,00		R 7 430,00
August 9, 2011	Payment - Thank You		R 3 550,00	R 3 880,00
August 20, 2011	Spring Festival Ticket	R 50,00		R 3 930,00
August 25, 2011	Stationery	R 103,55		R 4 033,55
August 31, 2011	Balance			
MAKE ALL CHEQUES PAYABLE TO		ADDRESS QUESTIONS TO		
Saint Matthew School		Divishaan Ntuli		
BANK DETAILS		031 - 453 2345		
Saint Matthew School				
Standard Bank				
Branch: 234 000				
a/c 654 234 0000				
<i>THANK YOU IN ADVANCE FOR YOUR TIMELY PAYMENT</i>				

- 2.1 Who is responsible for this school account? (1)
- 2.2 What amount of money is due to the school? (1)
- 2.3 By when must this money be paid? (1)
- 2.4 What Grade is the student in? Explain how you know. (2)

notes for...

Question 3

Consider the following cash slip when answering the questions on the next page.

COACHMANS PHARMACY	
*ORIGINAL*ORIGINA	
L* COACHMANS PHARMACY	CASH SALE
SHOP 14	C0835684
COACHMANS CROSSING	2011/07/25
CNR PETER PLACE & KAREN STRE	
BRYANSTON	
Tel: 011 463 7779	
Fax: 011 463 8060	
TAX INVOICE V.A.T REG. NO: 4690103082	
CASHIER: NONTOKOZO ZONDO	
TILL NO: 0005	
0000	Tel:
BEROCCA VALUE PACK ORANGE *	79.95 T1
0000000892573020 1.00	
CALPOL SUSP 100ML *	34.95 T1
0000000711983009 1.00	
CALPOL SUSP 100ML *	34.95 T1
0000000711983009 1.00	
PEGASUS NAUSEA VOM & DIARRHOEA 30C	69.95 T1
0000000707804001 1.00	
PEGASUS TEETH PAIN & FEVERB 25G	69.95 T1
0000000707809001 1.00	
CADBURY TOP DECK MINT 35G *	4.95 T1
0000000000020594 1.00	
CADBURY TOP DECK MINT 35G *	4.95 T1
0000000000020594 1.00	
IRON BREW 330ML *	6.50 T1
0000000000008850 1.00	
COKE 330ML *	6.50 T1
00000000000080697 1.00	
Total>>>: 312.65	
(Incl. VAT @14%): 38.40	
ORCARD 312.65	
Time: 18:39:01 *****9.000 ITEM/S	
THANK YOU FOR SHOPPING	
AT COACHMANS PHARMACY	

- 3.1 What is the name of the shop indicated on the receipt? (1)
- 3.2 After arriving home, you notice the one Calpol medication you bought was left on the counter at the shop. You decide to phone the shop to let them know you sending a friend to collect the Calpol medication.
 - 3.2.1 What number do you dial in order to contact the shop? (1)
 - 3.2.2 You need to talk to the cashier. Who do you ask to speak to? (1)
 - 3.2.3 The cashier says she saw the medication left on the counter and agrees to keep it aside for your friend to collect. Your friend does not know where the chemist is. What address do you give your friend? (1)
 - 3.2.4 The cashier tells you that the shop closes at 8pm. Your friend gets to the chemist an hour and a half after you had paid for your goods. Did your friend get to the shop before closing? Explain. (2)
 - 3.2.5 How many items did you remember to bring home? (2)

notes for...

Question 4

POP Stores			STATEMENT	
TO Mr and Mrs. Mtshali P.O.Box 23443 Somerset 8012			STATEMENT NUMBER	20
			STATEMENT DATE	February 28, 2011
			ACCOUNT NUMBER	345 235 132
			AMOUNT DUE	?
			PAYMENT DUE DATE	10-Mar-11
DATE	DESCRIPTION	CHARGES	CREDIT	BALANCE
BALANCE FORWARD:				
January 31, 2011	Balance			R 2 980,35
February 3, 2011	Men Shoewear	R 136,00		R 3 116,35
February 8, 2011	Women Shoewear	A		R 3 496,35
February 25, 2011	Payment - Thank You		R 745,05	B
February 25, 2011	Women Shoewear	R 510,00		R 3 261,30
February 27, 2011	Children Shoewear	R 45,00		R 3 306, 30
February 28, 2011	Balance			R 3 306, 30
MAKE ALL CHEQUES PAYABLE TO POP Stores BANK DETAILS Pop Stores FNB Branch: 234 000 a/c 654 234 0000			ADDRESS QUESTIONS TO Divishaan Ntuli 021 - 801 4682	
<i>THANK YOU IN ADVANCE FOR YOUR TIMELY PAYMENT</i>				

- 4.1 What is the name of the store from which this invoice comes from? (1)
- 4.2 What sort of shop do you think this is? (2)
- 4.3 Who is responsible for this account? (1)
- 4.4 Where does the account get sent to? (1)
- 4.5 Calculate the value of A. (2)
- 4.6 Calculate the value of B. (2)
- 4.7 Determine the amount that needs to be paid if the amount due is 25% of the outstanding balance. (2)
- 4.8 Who can clients call if they have a question about their account? (1)