$\begin{array}{cc} & 1940. \\ \text{NEW} & \text{ZEALAND} \, . \end{array}$

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1940.

Laid on the Table of the House of Representatives by Leave.

Printing and Stationery Department, Wellington, 18th July, 1940.

Str. ---

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1940.

The tables accompanying the report show the nature, extent, and result of the year's working.

Gazette.—The number printed of each issue was 750, the number of subscribers 387, and the amount received from sales and subscriptions £1,833.

Hansard.—The number printed of each issue for session 1939 was 8,000, the number of subscribers 156, and the amount received from sales and subscriptions £139.

Stamp-printing.—Stamps to the value of £11,573,094, and postal notes to the value of £44,800, were printed.

Stereo-plates.—The number of stereo-plates cast was 56,624, of which 5,819 were nickel-plated, the total weight being 43,044 lb.

Rubber Stamps.—The number of rubber stamps made was 16,304.

Railway Tickets.—The number of tickets printed was 7,213,919, the largest number printed in one month being 870,271 in October, 1939.

Photo-litho and Process Engraving Branch. This branch dealt with 349 maps, plans, and technical diagrams, and produced 3,942 process blocks.

Stationery Office.—During the year 19,412 requisitions containing 183,766 items were dealt with. The total sales amounted to £75,836, including £4,686 for 266 typewriters supplied.

Paper.—The price of paper has increased rapidly and is at present considerably higher than at the date of the last report. While the Department has supplies on hand for the present, it is essential that strict economy be exercised in ordering printing requirements. The total issues amounted to $\pounds 69,700$ in value, comprising 167,499 packages of paper and boards and 7,736,000 envelopes. In addition, 15,835,000 envelopes were issued through the Stationery and Issuing Offices.

Machinery.—There were no large additions to the plant during the year.

Staff.—The staff decreased from 630 officers as at the 1st April, 1939, to 604 officers (including 6 officers on leave prior to retirement) as at the 31st March, 1940. There were no serious accidents at work, and the health of the staff has been good.

Work of the Year.—The work performed, while less than that for the previous year, is still at a high level.

Finance.—The operations for the year resulted in a turnover of £313,082, and a profit of £2,875 after allowing for interest on capital and depreciation.

I have, &c.,
E. V. Paul,
Government Printer.

The Hon. the Minister in Charge.

record to a second state

PRINTING AND STATIONERY DEPARTMENT.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1940.

		Receip	ts.		£	i	Paym	ents.			£
Sundry debtors					303,204	Salaries	"				89,256
Publications					2,885	Wages					56,831
Sales—				£		Allowances to officers perf	orming	higher duti	ies		309
Stationery				 2		Overtime					3,945
Second-hand typew	riters			 32		Purchases—					
Waste products				 78		Paper, stationery, &c.					70,658
				_	112	Stores, &c					9,245
Refunds						Freight, cartage, insurance	, &c.				11,230
Salaries and wages				 -140		Machinery (new, and repa	rs to)				1,101
Exchange				 1		Type metal					283
Freight				 13		Type and printing materia	Д.				42
Postages				 29		Monotype extras					254
Stationery				 5		Fuel, gas, power, light, an	l water				2,293
					188	Medical services					14
						Office equipment, &c.				٠.	36
						Postages and telegrams					1,558
						Telephone services					127
						Window-cleaning, rubbish	remova	I, &c.			135
						Proportion of rent, &c., H	igh Com	missioner's	Office		340
						Wages: Cleaners, watchm	en, &c.				2,378
						Proportion of cost of mess	engers'	uniforms			16
						Audit fee					150
						Repairs to premises					457
						Rent of storage space					285
						Maintenance of fire-alarms					2
						Contingencies					27
						Refund to Departments fo	r public	ations, &c.	, sold		5,414
						Balance to Treasury Adju	${ m stment}$.	$\Lambda { m ccount}$			50,003
					£306,389					:	£306,389

Trading Account for the Year ended 31st March, 1940.

<i>Dr.</i> Paper and materials—				£	£	Cr. £ £	
Stock at beginning Add purchases				40,659 $53,367$	i.L	Manufacturing	
Less stock on hand,	Blst March	, 1940		94,026 22,423	71,603	219,027 Add work in progress, 31st March, 1940 18,219	
Stationery— Stock at beginning Add purchases				11,178 47,321	,000	Stationery 237,246 Stationery 63,124 Publications 8,026 Typewriters 4,686	
Less stock on hand,:	31st March	, 1940		58,499 8,880	49,619	Discounts received 313,	,082 331
Publications— Stock at beginning Add purchases				10,864 $2,947$			
Less stock on hand,	Blst March	, 1940		13,811 11,546	2,265		
Typewriters— Stock at beginning Add purchases				$723 \\ 4,372$	Ť		
Less stock on hand,	31st March	i, 1940		5,095 776	4,319		
Wages (productive) Wages (establishment) Wages (Stationery Office) Freight (inwards) Lighting (proportion) Power				96,802 31,593 9,969 7,446 557 574	,,010		
Fuel Water				640 220	147,801		
Balance, transferred to P	rofit and 1	oss Acco	unt		37,806 £313,413	±313	,413

PRINTING AND STATIONERY DEPARTMENT—continued. PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1940.

Extractionery, &c., for other Government 1,483 2s of publications 1,501 236 Extractionery, &c., for other Government 1,483 1,501 236 Extractionery, &c., for other Government 1,483 1,501 236 Extractionery, &c., for other Government 2,483 2,875 24 2,875 25 28 Extractionery, &c., for other Government 1,483 1,501 236 Extractionery, &c., for other Government 2,483 2,875 2,875 2,875	Departments Commission on sales of public	Dr. Dr. ce salaries airs and alterations to buildings and plant bages and telegrams ght and cartage (outwards) trance hange bounts allowed phones (rental) ical services ating, &c. (proportion) portion of rent, &c., High Commissioner's Office be expenses dry trade expenses it fee tes : Cleaners, watchmen, &c. crest on capital reciation— thildings lant and machinery unfillings, and office equipment sees on disposal of assets
E41,026 E41	Storing and handling statione Departments Commission on sales of public	airs and alterations to buildings and plant tages and telegrams ght and cartage (outwards) rrance hange counts allowed phones (rental) ical services ting, &c. (proportion) portion of rent, &c., High Commissioner's Office expenses dry trade expenses it fee ges: Cleaners, watchmen, &c. rest on capital reciation— frediation— fredia
E41,026 E41,026 £ 2,875 940. Assets.	Commission on sales of public	tages and telegrams ght and cartage (outwards) rrance hange counts allowed phones (rental) ical services ting, &c. (proportion) portion of rent, &c., High Commissioner's Office expenses dry trade expenses it fee ges: Cleaners, watchmen, &c. rest on capital reciation— tildings 1,012 lant and machinery trinture, fittings, and office equipment 87 ype and type metal 106 ccessories 493
E41,026 E41,026 E 2,875 940. Alssets. F 1,181 1,181 1,181 1,191 10,908 10,908 10,908 10,908 11,134 11,135 11,134 11,135 11,134 11,135 11,134 11,135		trance hange counts allowed counts allowed phones (rental) ical services nting, &c. (proportion) portion of rent, &c., High Commissioner's Office ce expenses dry trade expenses it fee ges: Cleaners, watchmen, &c. crest on capital reciation— tuildings 1,012 lant and machinery turniture, fittings, and office equipment 87 ype and type metal 106 ccessories 493
Ext1,026 £ 2,875 240. Assets. £	Rent receivable	hange counts allowed cophones (rental) cical services ting, &c. (proportion) portion of rent, &c., High Commissioner's Office ce expenses dry trade expenses ti fee ces : Cleaners, watchmen, &c. crest on capital reciation—
\$\frac{\xx}{\xx}\$ \$\frac{\x}{2}\$,875 \$\frac{\x}{2}\$,4359 \$\frac{\x}{3}\$,473 \$\frac{\x}{2}\$,1181 \$\frac{\x}{2}\$,93 \$\frac{\x}{2}\$,10,908 \$\frac{\x}{2}\$,344 \$\frac{\x}{2}\$,3173 \$\frac{\x}{2}\$,134 \$\frac{\x}{2}\$,630 \$\frac{\x}{2}\$,135		counts allowed phones (rental) ical services iting, &c. (proportion) portion of rent, &c., High Commissioner's Office expenses dry trade expenses it fee it fee ges: Cleaners, watchmen, &c. rest on capital reciation— thildings 1,012 lant and machinery things, and office equipment sype and type metal 106 ccessories 493
\$\frac{\pmathbb{\pmathbb{x}}{\pmathbb{x}}}{\pmathbb{x}}\$ 2,875 240. \$\frac{\pmathbb{A}}{2,875}\$ \$\frac{\pmathbb{x}}{\pmathbb{x}}\$ \$\frac{\pmathbb{x}}{\		phones (rental)
\$\frac{\xx}{\xx}\$ \$\frac{\x}{2}\$,875 \$\frac{\x}{2}\$,4359 \$\frac{\x}{3}\$,473 \$\frac{\x}{2}\$,1181 \$\frac{\x}{2}\$,93 \$\frac{\x}{2}\$,10,908 \$\frac{\x}{2}\$,344 \$\frac{\x}{2}\$,3173 \$\frac{\x}{2}\$,134 \$\frac{\x}{2}\$,630 \$\frac{\x}{2}\$,135		ical services tting, &c. (proportion) portion of rent, &c., High Commissioner's Office e expenses dry trade expenses it fee ges: Cleaners, watchmen, &c. rest on capital reciation— nildings lant and machinery tribure, fittings, and office equipment squared 48 493
\$\frac{\xx}{\xx}\$ \$\frac{\x}{2}\$,875 \$\frac{\x}{2}\$,4359 \$\frac{\x}{3}\$,473 \$\frac{\x}{2}\$,1181 \$\frac{\x}{2}\$,93 \$\frac{\x}{2}\$,10,908 \$\frac{\x}{2}\$,344 \$\frac{\x}{2}\$,3173 \$\frac{\x}{2}\$,134 \$\frac{\x}{2}\$,630 \$\frac{\x}{2}\$,135		nting, &c. (proportion) portion of rent, &c., High Commissioner's Office ce expenses dry trade expenses it fee ges: Cleaners, watchmen, &c. crest on capital reciation— tildings lidings lant and machinery cype and type metal location 87 ype and type metal location 106 ccessories 493
\$\frac{\xx}{\xx}\$ \$\frac{\x}{2}\$,875 \$\frac{\x}{2}\$,4359 \$\frac{\x}{3}\$,473 \$\frac{\x}{2}\$,1181 \$\frac{\x}{2}\$,93 \$\frac{\x}{2}\$,10,908 \$\frac{\x}{2}\$,344 \$\frac{\x}{2}\$,3173 \$\frac{\x}{2}\$,134 \$\frac{\x}{2}\$,630 \$\frac{\x}{2}\$,135		portion of rent, &c., High Commissioner's Office se expenses dry trade expenses it fee ges: Cleaners, watchmen, &c. street on capital reciation— filldings 1,012 lant and machinery fariture, fittings, and office equipment specified by the second of the se
E 2,875 240. Assets. St,359 1,181 ing plant 10,908 10,908 10,908 11,134 12,135 136,330 139		dry trade expenses it fee ges: Cleaners, watchmen, &c. crest on capital creeiation— £ nildings 1,012 lant and machinery 6,557 urniture, fittings, and office equipment 87 ype and type metal 106 ccessories 493
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\$\frac{\pmathbb{\pmathbb{x}}{\pmathbb{x}}}{\pmathbb{x}}\$ 2,875 240. \$\frac{\pmathbb{A}}{2,875}\$ \$\frac{\pmathbb{x}}{\pmathbb{x}}\$ \$\frac{\pmathbb{x}}{\		ges: Cleaners, watchmen, &c. crest on capital reciation— # nildings 1,012 lant and machinery 6,557 urniture, fittings, and office equipment 87 ype and type metal 106 ccessories 493
\$\frac{\xx}{\xx}\$ \$\frac{\x}{2}\$,875 \$\frac{\x}{2}\$,4359 \$\frac{\x}{3}\$,473 \$\frac{\x}{2}\$,1181 \$\frac{\x}{2}\$,93 \$\frac{\x}{2}\$,10,908 \$\frac{\x}{2}\$,344 \$\frac{\x}{2}\$,3173 \$\frac{\x}{2}\$,134 \$\frac{\x}{2}\$,630 \$\frac{\x}{2}\$,135		rest on capital
\$\frac{\xx}{\xx}\$ \$\frac{\x}{2}\$,875 \$\frac{\x}{2}\$,4359 \$\frac{\x}{3}\$,473 \$\frac{\x}{2}\$,1181 \$\frac{\x}{2}\$,93 \$\frac{\x}{2}\$,10,908 \$\frac{\x}{2}\$,344 \$\frac{\x}{2}\$,3173 \$\frac{\x}{2}\$,134 \$\frac{\x}{2}\$,630 \$\frac{\x}{2}\$,135		reciation—
E 2,875 240. Assets. St,359 1,181 ing plant 10,908 10,908 10,908 11,134 12,135 136,330 139		lant and machinery 6,557 urniture, fittings, and office equipment 87 ype and type metal 106 ccessories 493
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\$\frac{\xx}{\xx}\$ \$\frac{\x}{2}\$,875 \$\frac{\x}{2}\$,4359 \$\frac{\x}{3}\$,473 \$\frac{\x}{2}\$,1181 \$\frac{\x}{2}\$,93 \$\frac{\x}{2}\$,10,908 \$\frac{\x}{2}\$,344 \$\frac{\x}{2}\$,3173 \$\frac{\x}{2}\$,134 \$\frac{\x}{2}\$,630 \$\frac{\x}{2}\$,135		ccessories
\$\frac{\xx}{\xx}\$ \$\frac{\x}{2}\$,875 \$\frac{\x}{2}\$,4359 \$\frac{\x}{3}\$,473 \$\frac{\x}{2}\$,1181 \$\frac{\x}{2}\$,93 \$\frac{\x}{2}\$,10,908 \$\frac{\x}{2}\$,344 \$\frac{\x}{2}\$,3173 \$\frac{\x}{2}\$,134 \$\frac{\x}{2}\$,630 \$\frac{\x}{2}\$,135		File Senit 1999
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\$\frac{\pmathbb{\pmathbb{x}}{\pmathbb{x}}}{\pmathbb{x}}\$ 2,875 240. \$\frac{\pmathbb{A}}{2,875}\$ \$\frac{\pmathbb{x}}{\pmathbb{x}}\$ \$\frac{\pmathbb{x}}{\		
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E 2,875 240. Assets. St,359 1,181 ing plant 10,908 10,908 10,908 11,134 12,135 136,330 139		ance carried down
\$\frac{\pmathbb{\pmathbb{x}}{\pmathbb{x}}}{\pmathbb{x}}\$ 2,875 240. \$\frac{\pmathbb{A}}{2,875}\$ \$\frac{\pmathbb{x}}{\pmathbb{x}}\$ \$\frac{\pmathbb{x}}{\		
2,875 240. Assets. 1,181 1,181 1,181 1,192 1,193 10,908 10,908 10,908 10,908 11,134 11,135 11,135 11,135 11,135 11,135 11,135 11,135 11,135 11,135 11,135 11,135 11,135 11,135 11,135 11,135 11,135 11,135		<u>.</u>
2,875 240. Assets. 54,359 34,992 fry— 1,181 ing plant 7,497 dant 93 10,908 6,344 3,173 1,134 6,692 ant 4,792 and office equipment 4,792 and office equipment ch 1,707 sing Branch 4,702 26 1,707 36,330 12,137 44 44 47 276 72 28 ch 10 80 139		_
Assets. Assets. 54,359 34,992 Fry— 5	Balance brought down .	
Assets. £ 54,359 34,992 ry— £ 5	S*	
Assets. £	21 cm M 1040	T)
	31sт Максн, 1940.	BALANCE-SHEET
		Liabilities.
try—		ital Account—
1,181 1,18		ublic Works Fund
ing plant	Plant and machinery— Composing plant .	onsolidated Fund 130,375
Section Sect	Machine composing plant.	litors— 2
		pepartmental
		undry
		U summer of the
cht		ges accrued
ant 516 ant 4,792 and office equipment tal ch sing Branch		Debts Reserve
ant	UL I	ting-off, Suspense Account
and office equipment		ance, Profit and Loss Account
tal		
ch	Furniture, fittings, and office	
sing Branch 47		
sing Branch 47	Accessories—	
	Machine Composing Branel Printing Branch	
	Dr. Dr. Dr. 1	
28 eh 10 80 139	C 201 35 1	
80 139	Photo Branch	
139		
	Engine-room	
	T	
nce	Paper-store	
15,238	Paper-store	
3,426	Paper-store	
 18,664	Paper-store	
18,219	Paper-store	
49 409	Paper-store Payments in advance Debtors— Departmental Sundry Work in progress	
43,403	Paper-store	
	Paper-store Payments in advance Debtors— Departmental	
43,625	Paper-store Payments in advance Debtors— Departmental	
eount 189	Paper-store Payments in advance Debtors— Departmental	
n off 1ϵ	Paper-store Payments in advance Debtors— Departmental	
ent Account 39,672	Paper-store Payments in advance Debtors— Departmental	
\$261,321	Paper-store Payments in advance Debtors— Departmental	

A. W. Gyles, A.R.A.N.Z., Accountant.

I hereby certify that the Receipts and Payments, Trading, and Profit and Loss Accounts and Balance-sheet have been duly examined and compared with the relative books and documents submitted for audit, and correctly state the position as disclosed thereby, subject to the explanatory notes dealing with departmental accounts generally as appearing at commencement of parliamentary return B.-1 [Pt. IV], and to the comment that the asset "Type and type metal, £12,135," is not supported by stock-sheets.—Cyril G. Collins, Controller and Auditor-General.

Return of Value of Printing and Stationery issued to Departments for the Year ended 31st March, 1940.

Office or Department.	Value of Printing. Value of Stationery.		Office or Department.	Value of Printing.	Value of Stationery.	
	£ s. d.	£ s. d.	1	£ s, d,	£ s. d	
Agriculture	5.217 9 3	2,088 13 7	Museum, Dominion	5 5 1	26 - 6 = 6	
	6,152 17 6	5,030 8 9	National Broadcasting	2,251 7 8	495 8	
rmy	6,711 16 6	4,633 19 10	Service			
	231 10 9	274 3 6	National Commercial	684 1 1	663 - 9 + 10	
Bankruptey	52 16 9	71 18 4	Broadcasting Service			
lensus and Statistics	5,919 2 0	$278 \ 19 \ 5$	National Provident Fund	240 9 0	$115 \ 19$	
rown Law	115 15 7	191 3 0	Native	1,809 19 3	-1,154 = 0	
ustoms	1,692 14 1	1,658 - 6 - 0	Naval Defence	865 7 7	1,418 - 2	
Oominion Laboratory	192 11 0	104 11 6	New Zealand Meat-pro-	17 2 0	4 16	
Dominion Observatory	21 6 7	22 - 2 - 6	ducers Board	i		
Education	9,517 17 10	$2,774\ 15$	New Zealand Reparation	43 1 6	59 15 1	
llectoral	95 - 6 - 1	8 2 3	Estates			
External Affairs	615 16 1	$-1,233/10$ -6^{-1}	Patents	1,043 5 8	56 - 3	
riendly Societies	89 10 L		Pensions	7 7 6	5 9	
fazette	6,462 I 8	• •	Police	3,314 5 4	2,955 11	
overnment Actuary	7 16 6	21 - 5 - 9	Post and Telegraph	47,890 17 11	675 L9	
lovernment House	163 16 4	67 4 9	Prime Minister's	906 to 10	235 - 17	
lovernment Life Insurance		510 12 3	Prisons	195 14 4	324 18	
Icalth	3,940 3 8	1,537 19 6	Public Service Commis-	223 17 10	172 - 7	
Iouse of Representatives-	-		sioner			
Head Office	905 12 11	587 14 11	Public Service Superan-	101 11 2	75 - 4	
Appendices to Journals	2,936 3 6		nuation			
Bellamy's	26 16 8	2 10 9	Public Trust	2,928 6 6	660 6 I	
Bills	889 19 1		Public Works		11,239 19	
Hansard	5,546 17 11	$0\ 12\ 3$	Railways	32,675 14 7	1,720 11	
Journals	300 4 8	00 70 77	Registrar-General	584 10 5	$\frac{263}{38}$ $\frac{6}{10}$	
Library		36 18 11	Reserve Bank of New	705 19 9	38 10	
Order Papers	371 4 2		Zealand	## 10 A		
Statutes	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	1.397 12 9	Rural Intermediate Credit	67 19 0	• •	
Iousing Construction		$egin{array}{cccccccccccccccccccccccccccccccccccc$	Board Scientific and Industrial	4.479 2 9	811 1	
ndustries and Commerce.	4,150 13 5	1,057 10 5	Research	4,470 2 9	911 1	
Tourist and Publicity Internal Affairs	4,255 18 10	1,762 4 7	and the second s	4,441 12 5	2,733 10 1	
nternal Affairs Justice	1,209 1 0	1,702 4 7 $1,793$ 9 2	Social Security Stamp Duties	773 13 1	334 12 1	
	3,137 16 4	1,497 0 11	State Advances	2.317 5 9	2.074 8	
Labour Land and Deeds	492 13 7	338 11 11	State Coal	245 8 8	172 8	
and and Income Tax	10,397 7 9	1,601 1 0	State Fire Insurance	1,897 13 8	887 10	
ands and Survey	3,590 19 6	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	State Forest Service	971 12 9	1.027 9	
aw Drafting	11 15 4	37 8 7	State Iron and Steel	35 9 5	84 16	
egislative Council—	13 107 3	", ",	Survey Board of New	6 7 10		
Head Office	159 14 9	57 17 6	Zealand		• •	
Bills	T		Transport	1,185 7 7	863 L	
Journals			Treasury	3,603 3 6	745 17	
Order Papers	20	, .	Valuation	671 14 4	299 15	
farine		329 2 5	, and a second	0.1 11	200 2	
Iarketing						
Mental Hospitals	1 11 11 11 11 11	835 9 7	Totals	217,359 9 4	70.003 12	
lines		299 8 8			,	
	, ,,,,		MARY.	'		
000 1 1	£ s. d.	£ s. d.	VONO NT I	£ s. d.	£ s.	
939—April	12,716 9 5	2,601 19 9	1939 November	15,671 9 7	6,049 7	
May		8,719 0 1	December	16,708 2 8	3,472 10	
June		7,298 4 10	1940 January	10,859 2 2	4,673 3.	
July		6,090 17 4	February	14,533 5 5	6,320-1	
August		5,935 4 10	March	28,769 12 11	6,238 19	
September October	10 435 70 0	$\begin{bmatrix} 6,256 & 14 & 0 \\ 6,347 & 8 & 4 \end{bmatrix}$	Totals	217,359 9 4		
October			Totals			

RETURN OF ADHESIVE STAMPS, POSTAL NOTES, ETC., PRINTED FROM 1ST APRIL, 1939, TO 31ST MARCH, 1940.

Description.						Sheets.	Stamps.	Value.		
					!			£ s.	d,	
?ostage						20,535	3,506,520	21,137 13	4	
ostal notes						367,600	3,676,000	44,800 16	6	
ost-cards						90,290	1,443,584	3,452 4	-0	
etter-cards						126,875	1,518,900	9,049 - 2	8	
Outv						8,777	1,336,299	8,057,552 - 0	-0	
ocial Securit	v					68,000	15,933,120	3,465,207 = 0	-0	
loney seal						9,500	2,235,360	10,403 5	(1	
fewspaper w						20,000	159,200	398 0	-0	
Imbossed en						1,089,711	1,084,560	5,894 2	4	
Tota	ıls					1,801,288	30,893,543	11,617,894 3	10	

Approximate Cost of Paper. -- Preparation, not given: printing (470 copies), £7.