

1940.  
NEW ZEALAND.

# 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.

SIR,—

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 £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.



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

<i>Dr.</i>	£	<i>Cr.</i>	£
Office salaries .. .. .	8,379	Balance transferred from Trading Account .. .. .	37,806
Repairs and alterations to buildings and plant .. .. .	1,132	Storing and handling stationery, &c., for other Government Departments .. .. .	1,483
Postages and telegrams .. .. .	1,439	Commission on sales of publications .. .. .	1,501
Freight and cartage (outwards) .. .. .	3,460	Rent receivable .. .. .	236
Insurance .. .. .	237		
Exchange .. .. .	23		
Discounts allowed .. .. .	146		
Telephones (rental) .. .. .	119		
Medical services .. .. .	16		
Lighting, &c. (proportion) .. .. .	62		
Proportion of rent, &c., High Commissioner's Office .. .. .	340		
Office expenses .. .. .	338		
Sundry trade expenses .. .. .	749		
Audit fee .. .. .	150		
Wages: Cleaners, watchmen, &c. .. .. .	2,510		
Interest on capital .. .. .	9,720		
Depreciation—	£		
Buildings .. .. .	1,012		
Plant and machinery .. .. .	6,557		
Furniture, fittings, and office equipment .. .. .	87		
Type and type metal .. .. .	106		
Accessories .. .. .	493		
	8,255		
Losses on disposal of assets .. .. .	16		
Rent of storage space .. .. .	866		
Centennial Exhibition: Cost of exhibits, &c. .. .. .	194		
Balance carried down .. .. .	2,875		
	£41,026		
		Balance brought down .. .. .	£2,875
			£41,026

BALANCE-SHEET AS AT 31ST MARCH, 1940.

<i>Liabilities.</i>				<i>Assets.</i>		£
Capital Account—		£	£	Land .. .. .		54,359
Public Works Fund .. .. .		112,623		Buildings .. .. .		34,992
Consolidated Fund .. .. .		130,375	242,998	Plant and machinery—	£	
Creditors—				Composing plant .. .. .	1,181	
Departmental .. .. .		2,045		Machine composing plant .. .. .	7,497	
Sundry .. .. .		10,221	12,266	Addressograph plant .. .. .	93	
Wages accrued .. .. .		2,813		Printing plant .. .. .	10,908	
Bad Debts Reserve .. .. .		164		Binding plant .. .. .	6,344	
Writing-off, Suspense Account .. .. .		205		Litho plant .. .. .	3,173	
Balance, Profit and Loss Account .. .. .		2,875		Photo plant .. .. .	1,134	
				Stereotype plant .. .. .	692	
				Engine-room plant .. .. .	516	
				Miscellaneous plant .. .. .	4,792	36,330
				Furniture, fittings, and office equipment .. .. .		701
				Type and type metal .. .. .		12,135
				Accessories—		
				Composing Branch .. .. .	1,707	
				Machine Composing Branch .. .. .	47	
				Printing Branch .. .. .	44	
				Binding Branch .. .. .	276	
				Litho Branch .. .. .	72	
				Photo Branch .. .. .	28	
				Stereotype Branch .. .. .	10	
				Engine-room .. .. .	80	
				Paper-store .. .. .	139	2,403
				Payments in advance .. .. .		16
				Debtors—		
				Departmental .. .. .	15,238	
				Sundry .. .. .	3,426	18,664
				Work in progress .. .. .		18,219
				Stock—		
				On hand .. .. .	43,403	
				In transit .. .. .	46	
				On consignment .. .. .	176	43,625
				Stock Suspense Account .. .. .		189
				Assets to be written off .. .. .		16
				Treasury Adjustment Account .. .. .		39,672
						£261,321
						£261,321

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.—I [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.		£	s.	d.	£	s.	d.
Agriculture .. ..	5,217	9	3	2,088	13	7	Museum, Dominion ..	5	5	1	26	6	5
Air .. ..	6,152	17	6	5,030	8	9	National Broadcasting Service	2,251	7	8	495	8	2
Army .. ..	6,711	16	6	4,633	19	10	National Commercial Broadcasting Service	684	1	1	663	9	10
Audit .. ..	231	10	9	274	3	6	National Provident Fund	240	9	0	115	19	1
Bankruptcy .. ..	52	16	9	71	18	4	Native .. ..	1,809	19	3	1,154	0	3
Census and Statistics ..	5,919	2	0	278	19	5	Naval Defence .. ..	865	7	7	1,418	2	6
Crown Law .. ..	115	15	7	191	3	0	New Zealand Meat-producers Board	17	2	0	4	16	3
Customs .. ..	1,692	14	1	1,658	6	0	New Zealand Reparation Estates	43	1	6	59	15	11
Dominion Laboratory ..	192	11	0	104	11	6	Patents .. ..	1,043	5	8	56	3	8
Dominion Observatory ..	21	6	7	22	2	6	Pensions .. ..	7	7	6	5	9	2
Education .. ..	9,517	17	10	2,774	15	1	Police .. ..	3,314	5	4	2,955	11	5
Electoral .. ..	95	6	1	8	2	3	Post and Telegraph ..	47,890	17	11	675	19	4
External Affairs .. ..	615	16	1	1,233	10	6	Prime Minister's ..	906	10	10	235	17	0
Friendly Societies ..	89	10	1	..	..	..	Prisons .. ..	195	14	4	324	18	4
Gazette .. ..	6,462	1	8	..	..	..	Public Service Commissioner	223	17	10	172	7	8
Government Actuary ..	7	16	6	21	5	9	Public Service Superannuation	101	11	2	75	4	7
Government House ..	163	16	4	67	4	9	Public Trust .. ..	2,928	6	6	660	6	11
Government Life Insurance	1,260	0	6	510	12	3	Public Works .. ..	7,485	16	4	11,239	19	3
Health .. ..	3,940	3	8	1,537	19	6	Railways .. ..	32,675	14	7	1,720	11	8
Head Office .. ..	905	12	11	587	14	11	Registrar-General ..	584	10	5	263	6	2
Appendices to Journals	2,936	3	6	..	..	..	Reserve Bank of New Zealand	705	19	9	38	10	0
Bellamy's .. ..	26	16	8	2	10	9	Rural Intermediate Credit Board	67	19	0	..	..	..
Bills .. ..	889	19	1	..	..	..	Scientific and Industrial Research	4,479	2	9	811	1	5
Hansard .. ..	5,546	17	11	0	12	3	Social Security .. ..	4,441	12	5	2,733	10	11
Journals .. ..	300	4	8	..	..	..	Stamp Duties .. ..	773	13	1	334	12	11
Library .. ..	888	0	1	36	18	11	State Advances .. ..	2,317	5	9	2,074	8	2
Order Papers .. ..	371	4	2	..	..	..	State Coal .. ..	245	8	8	172	8	7
Statutes .. ..	168	10	3	..	..	..	State Fire Insurance ..	1,897	13	8	887	10	0
Housing Construction ..	974	7	9	1,397	12	9	State Forest Service ..	971	12	9	1,027	9	0
Industries and Commerce, Tourist and Publicity	4,136	19	3	1,637	10	3	State Iron and Steel ..	35	9	5	84	16	5
Internal Affairs .. ..	4,255	18	10	1,762	4	7	Survey Board of New Zealand	6	7	10	..	..	..
Justice .. ..	1,209	1	0	1,793	9	2	Transport .. ..	1,185	7	7	863	1	7
Labour .. ..	3,137	16	4	1,497	0	11	Treasury .. ..	3,603	3	6	745	17	9
Land and Deeds .. ..	492	13	7	338	11	11	Valuation .. ..	671	14	4	299	15	9
Land and Income Tax ..	10,397	7	9	1,601	1	0	Totals .. ..	217,359	9	4	70,003	12	4
Lands and Survey .. ..	3,590	19	6	4,159	3	7							
Law Drafting .. ..	11	15	4	37	8	7							
Legislative Council—													
Head Office .. ..	159	14	9	57	17	6							
Bills .. ..	139	3	5	..	..	..							
Journals .. ..	42	14	5	..	..	..							
Order Papers .. ..	39	0	0	..	..	..							
Marine .. ..	1,525	19	1	329	2	5							
Marketing .. ..	1,284	0	10	725	2	0							
Mental Hospitals .. ..	449	7	10	835	9	7							
Mines .. ..	371	9	7	299	8	8							

## SUMMARY.

	£	s.	d.	£	s.	d.		£	s.	d.	£	s.	d.
1939—April .. ..	12,716	9	5	2,601	19	9	1939—November .. ..	15,671	9	7	6,049	7	9
May .. ..	23,281	12	0	8,719	0	1	December .. ..	16,708	2	8	3,472	10	11
June .. ..	16,860	14	8	7,298	4	10	1940—January .. ..	10,859	2	2	4,673	3	11
July .. ..	17,707	9	4	6,090	17	4	February .. ..	14,533	5	5	6,320	1	3
August .. ..	19,410	16	0	5,935	4	10	March .. ..	28,769	12	11	6,238	19	4
September .. ..	21,423	4	11	6,256	14	0	Totals .. ..	217,359	9	4	70,003	12	4
October .. ..	19,417	10	3	6,347	8	4							

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

Description.	Sheets.	Stamps.	Value.	
			£	s. d.
Postage .. ..	20,535	3,506,520	21,137	13 4
Postal notes .. ..	367,600	3,676,000	44,800	16 6
Post-cards .. ..	90,290	1,443,584	3,452	4 0
Letter-cards .. ..	126,875	1,518,900	9,049	2 8
Duty .. ..	8,777	1,336,299	8,057,552	0 0
Social Security .. ..	68,000	15,933,120	3,465,207	0 0
Honey seal .. ..	9,500	2,235,360	10,403	5 0
Newspaper wrappers	20,000	159,200	398	0 0
Embossed envelopes ..	1,089,711	1,084,560	5,894	2 4
Totals .. ..	1,801,288	30,893,543	11,617,894	3 10

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

By Authority: E. V. PAUL, Government Printer, Wellington.—1940.