

1941.

NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1941.

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

Printing and Stationery Department, Wellington, 5th August, 1941.

SIR,—

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1941.

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 410, and the amount received from sales and subscriptions £2,136.

Hansard.—The number printed of each issue for session 1940 was 7,300, the number of subscribers 136, and the amount received from sales and subscriptions £155.

Stamp-printing.—Stamps to the value of £7,673,077 and postal notes to the value of £17,046 were printed.

Stereo-plates.—The number of stereo-plates cast was 56,939, of which 4,031 were nickel-plated, the total weight being 39,564 lb.

Rubber-stamps.—The number of rubber stamps made was 15,918.

Railway Tickets.—The number of tickets printed was 6,832,105, the largest number printed in one month being 726,868 in November, 1940.

Photo-litho and Process Engraving Branch.—This branch dealt with 368 maps, plans, and technical diagrams, and produced 2,192 process blocks.

Stationery Office.—During the year 18,153 requisitions containing 175,863 items were dealt with. The total sales amounted to £79,624, including £3,090 for 246 typewriters supplied.

Paper.—The price of paper is still advancing and maintenance of a regular supply is difficult owing to the shortage of raw materials and the curtailment of shipping. Departments will require to exercise strict economy in the use of stationery and paper of all kinds in order to minimize the serious inconvenience which follows interference with continuity of supply. The total issues for the year amounted to £84,127 in value, comprising 106,562 packages of paper and boards and 5,516,000 envelopes. In addition, 16,131,000 envelopes were issued through the Stationery and Issuing Offices.

Machinery.—One small ruling machine was added to the plant during the year.

Staff.—The staff decreased from 604 officers as at the 1st April, 1940, to 580 officers (including 48 members of the staff serving with the armed forces and 3 officers on leave prior to retirement) as at the 31st March, 1941. No serious accidents at work occurred during the year.

Work of the Year.—All branches were fully engaged during the year, and the volume of work remains at a high level.

Finance.—The operations for the year resulted in a turnover of £327,758, and a profit of £14,183 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.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1941.

<i>Receipts.</i>		£	<i>Payments.</i>		£
Sundry debtors	293,774	Salaries	90,360
Publications	2,966	Wages	44,623
Sales—		£	Allowances to officers performing higher duties	275
Stationery	1	Overtime	2,882
Waste products	49	Purchases—		
		—	Paper, stationery, &c.	115,400
		50	Stores, &c.	11,042
Refunds—			Freight, cartage, insurance, &c.	20,002
Salaries and wages	305	Machinery (new and repairs to)	833
Exchange	1	Type metal	90
Freight	2	Type and printing material	23
Postages	33	Monotype extras	244
General average deposit	153	Fuel, gas, power, light, and water	2,137
		—	Medical services	23
Balance to Treasury Adjustment Account	1,330	Office equipment, &c.	34
		494	Postages and telegrams	1,435
		£298,614	Telephone services	125
			Window cleaning, rubbish-removal, &c.	134
			Proportion of rent, &c., High Commissioner's Office	340
			Wages: Cleaners, watchmen, &c.	2,571
			Proportion of cost of messengers' uniforms	20
			Audit fee	156
			Repairs to premises	520
			Rent of storage space	191
			Maintenance of fire-alarms	30
			Contingencies	5
			Grants in lieu of leave of absence	34
			Refunds to Departments for publications, &c., sold	3,098
					£298,614

TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1941.

<i>Dr.</i>		£	£	<i>Cr.</i>		£	£
Paper and materials	22,423		Sales—			
Stock at beginning	95,835		Manufacturing	245,924	
Add purchases	118,258		Less work in progress, 31st March, 1940	18,219	
		37,911				227,705	
		—	80,347	Add work in progress, 31st March, 1941	20,429	
Stationery—						248,134	
Stock at beginning	8,880		Stationery	68,778	
Add purchases	55,953		Publications	7,756	
		64,833		Typewriters	3,000	
Less stock on hand, 31st March, 1941	11,692				327,758	
		—	53,141	Discounts received		360
Publications—							
Stock at beginning	11,546					
Add purchases	3,354					
		14,900					
Less stock on hand, 31st March, 1941	12,059					
		—	2,841				
Typewriters—							
Stock at beginning	776					
Add purchases	2,251					
		3,027					
Less stock on hand, 31st March, 1941	202					
		—	2,825				
Wages (productive)	84,735					
Wages (establishment)	31,735					
Wages (Stationery Office)	9,852					
Freight (inwards)	12,017					
Insurance	3,626					
Lighting (proportion)	517					
Power	528					
Fuel	666					
Water	175					
		143,851					
Balance, transferred to Profit and Loss Account	45,113					
		£328,118					£328,118

PRINTING AND STATIONERY DEPARTMENT—*continued.*

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1941.

<i>Dr.</i>	£	<i>Cr.</i>	£
Office salaries	7,895	Balance transferred from Trading Account	45,113
Repairs and alterations to buildings and plant	928	Storage and handling stationery, &c., for other Government Departments	1,494
Postage and telegrams	1,370	Commission on sales of publications	1,781
Freight and cartage (outwards)	3,024	Rent receivable	236
Exchange	26		
Discounts allowed	122		
Telephones (rental)	119		
Medical services	23		
Lighting, &c. (proportion)	58		
Proportion of rent, &c., High Commissioner's Office	340		
Office expenses	220		
Sundry trade expenses	452		
Audit fee	150		
Wages: Cleaners, watchmen, &c.	2,621		
Interest on capital	8,248		
Depreciation:—	£		
Buildings	1,012		
Plant and machinery	6,579		
Furniture, fittings, and office equipment	84		
Type and type metal	35		
Accessories	526		
	8,236		
Rent of storage space	575		
Grants in lieu of leave of absence	34		
Balance carried down	14,183		
	£48,624		£48,624
		Balance brought down	£14,183

BALANCE-SHEET AS AT 31ST MARCH, 1941.

<i>Liabilities.</i>	£	£	<i>Assets.</i>	£
Capital Account—			Land	54,359
Public Works Fund	142,623		Buildings	33,989
Consolidated Fund	93,578		Plant and machinery—	£
		206,201	Composing plant	993
Creditors—			Machine composing plant	6,125
Departmental	3,273		Addressograph plant	69
Sundry	17,161		Printing plant	8,687
		20,434	Binding plant	5,263
Wages accrued	3,117		Litho plant	2,852
Bad Debts Reserve	164		Photo plant	912
Writing-off, Suspense Account	591		Stereotype plant	526
Treasury Adjustment Account	9,949		Engine-room plant	420
Balance, Profit and Loss Account	14,183		Miscellaneous plant	4,125
				30,002
			Furniture, fittings, and office equipment	632
			Type and type metal	12,200
			Accessories—	
			Composing Branch	1,502
			Machine Composing Branch	37
			Printing Branch	34
			Binding Branch	217
			Litho Branch	57
			Photo Branch	23
			Stereotype Branch	8
			Engine-room	75
			Paper-store	119
				2,072
			Payments in advance	17
			Debtors—	
			Departmental	27,982
			Sundry	10,391
				38,373
			Work in progress	20,429
			Stock—	
			On hand	61,719
			In transit	119
			On consignment	146
				61,984
			Stock Suspense Account	572
			Assets to be written off	22
	£254,642			£254,612

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

I hereby certify that the statement of 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.—
CYRIL G. COLLINS, Controller and Auditor-General, 8th August 1941.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1941.

Office or Department.	Value of Printing.	Value of Stationery.	Office or Department.	Value of Printing.	Value of Stationery.
	£	£		£	£
Agriculture	1,839	1,579	Marine	1,664	402
Air	11,302	6,887	Marketing	2,484	810
Army	22,304	14,016	Mental Hospitals	353	767
Audit	109	271	Mines	290	248
Bankruptcy	40	32	Museum, Dominion	5	10
Census and Statistics	4,634	153	National Broadcasting Service	1,101	325
Crown Law	30	143	National Commercial Broadcasting Service	583	577
Customs	1,072	1,276	National Provident Fund	210	109
Dominion Laboratory	189	119	National Service	5,504	1,977
Dominion Observatory	21	16	Native	1,297	904
Education	11,784	1,820	Naval Defence	1,180	2,149
Electoral	46	56	New Zealand Meat-producers Board	6
External Affairs	509	1,233	New Zealand Reparation Estates	51	46
Friendly Societies	40	10	Patents	662	13
<i>Gazette</i>	6,943	..	Police	4,152	2,605
Government Actuary	4	12	Post and Telegraph	39,888	673
Government House	175	76	Prime Minister's	632	380
Government Life Insurance	991	301	Prisons	100	367
Health	4,056	2,060	Public Service Commissioner	198	249
House of Representatives—			Public Service Superannuation	130	77
Head Office	386	741	Public Trust	2,251	599
Appendices to Journals	2,903	..	Public Works	5,293	9,429
Bellamy's	56	..	Railways	21,451	1,035
Bills	656	..	Registrar-General	1,022	263
<i>Hansard</i>	4,525	1	Reserve Bank of New Zealand	1,075	84
Journals	389	..	Rural Intermediate Credit Board	37	..
Library	866	85	Scientific and Industrial Research	2,748	669
Order Papers	221	..	Social Security	5,226	2,132
Statutes	100	..	Stamp Duties	830	359
Housing Construction	1,215	1,134	State Advances	1,499	1,815
Industries and Commerce, Tourist and Publicity	2,624	1,533	State Coal	283	165
Internal Affairs	4,528	1,429	State Fire Insurance	1,546	741
Justice	1,375	1,799	State Forest Service	234	723
Labour	2,814	1,229	State Iron and Steel	1	18
Land and Deeds	380	204	Survey Board of New Zealand	9	..
Land and Income Tax	14,857	1,074	Transport	921	694
Lands and Survey	2,802	3,608	Treasury	5,028	857
Law Drafting	9	26	Valuation	218	344
Legislative Council—			Totals	217,326	75,600
Head Office	167	68			
Bills	76	..			
Journals	139	..			
Order Papers	54	..			

SUMMARY.

	£	£		£	£
1940—April	14,916	4,307	1940—November	19,138	5,943
May	19,165	10,528	December	20,996	6,564
June	15,054	5,868	1941—January	9,042	3,849
July	22,528	6,990	February	17,006	5,433
August	19,435	5,333	March	26,565	10,334
September	19,520	5,647	Totals	217,326	75,600
October	13,961	4,804			

RETURN OF ADHESIVE STAMPS, POSTAL NOTES, ETC., PRINTED FROM 1ST APRIL, 1940, TO 31ST MARCH, 1941.

Description.	Sheets.	Stamps.	Value.
Postage	3,500	517,280	£ 16,708
Postal notes	133,600	1,336,000	17,046
Post-cards	78,380	1,246,720	5,195
Letter-cards	103,397	1,222,729	10,189
Duty	11,522	1,800,562	2,138,722
Social Security	35,502	8,468,640	5,490,909
Honey seal	4,000	952,560	4,444
Newspaper-wrappers	20,058	145,680	364
Embossed envelopes	748,047	6,546
Totals	389,959	16,438,218	7,690,123

NATIONAL SAVINGS BONDS PRINTED : Sheets, 56,049 ; bonds, 511,000 ; value, £4,575,000.

NATIONAL SAVINGS COUPONS PRINTED : Sheets, 37,999 ; coupons, 303,992 ; value, £75,500.

Approximate Cost of Paper.—Preparation, not given ; printing (455 copies), £6 10s.

By Authority: E. V. PAUL, Government Printer, Wellington.—1941.

Price 3d.