

PRINTING AND STATIONERY DEPARTMENT

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1943

| <i>Receipts</i> | | | £ | <i>Payments</i> | | | £ |
|--|--|-------|-----------------|--|--|--|-----------------|
| Sundry debtors | | | 314,111 | Salaries | | | 77,992 |
| Publications | | | 3,074 | Wages | | | 49,194 |
| Sales— | | £ | | Allowances to officers performing higher duties | | | 366 |
| Machinery | | 18 | | Overtime | | | 12,954 |
| Stationery | | 56 | | Purchases— | | | |
| Typewriters | | 4 | | Stores, &c. | | | 10,316 |
| | | — | 78 | Paper, stationery, &c. | | | 211,541 |
| Refunds— | | | | Freight, cartage, insurance, &c. | | | 29,565 |
| Salaries and wages | | 449 | | Machinery, new and repairs to | | | 5,362 |
| Firewatch expenses | | 1 | | Type metal | | | 232 |
| Insurance: War risk | | 1,453 | | Type and printing material | | | 7 |
| Postages | | 32 | | Monotype extras | | | 366 |
| | | — | 1,935 | Fuel, gas, power, light, and water | | | 1,844 |
| Balance to Treasury Adjustment Account | | | 93,579 | Medical services | | | 13 |
| | | | | Office equipment | | | 29 |
| | | | | Postages and telegrams | | | 1,244 |
| | | | | Telephone services | | | 134 |
| | | | | Window-cleaning, rubbish-removal, &c. | | | 111 |
| | | | | Proportion of rent, High Commissioner's Office | | | 340 |
| | | | | Wages: Cleaners, watchmen | | | 2,497 |
| | | | | Proportion of cost of messengers' uniforms | | | 30 |
| | | | | Audit fee | | | 150 |
| | | | | Repairs to premises | | | 202 |
| | | | | Rent of storage space | | | 856 |
| | | | | Maintenance of fire-alarms | | | 15 |
| | | | | Fire-watch expenses | | | 221 |
| | | | | Public Works Department's expenditure on buildings | | | 2,786 |
| | | | | Contingencies | | | 10 |
| | | | | Refund to Departments for publications sold | | | 4,400 |
| | | | | | | | |
| | | | <u>£412,777</u> | | | | <u>£412,777</u> |

TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1943

| <i>Dr.</i> | | £ | £ | <i>Cr.</i> | | £ | £ |
|--|--|---------|-----------------|---|--|---------|-----------------|
| Paper and materials— | | | | Sales— | | | |
| Stock at beginning | | 45,818 | | Manufacturing | | 248,559 | |
| Add purchases | | 174,449 | | Less work in progress, 31st March, 1942 | | 24,843 | |
| | | 220,267 | | | | 223,716 | |
| Less stock on hand, 31st March, 1943 | | 125,918 | 94,349 | Add work in progress, 31st March, 1943 | | 35,196 | |
| | | | | | | 258,912 | |
| Stationery— | | | | Stationery | | 83,711 | |
| Stock at beginning | | 13,610 | | Publications | | 6,305 | |
| Add purchases | | 86,814 | | Typewriters | | 11,345 | |
| | | 100,424 | | | | 360,273 | |
| Less stock on hand, 31st March, 1943 | | 38,981 | 61,443 | Discount received | | | 425 |
| | | | | | | | |
| Publications— | | | | | | | |
| Stock at beginning | | 12,071 | | | | | |
| Add purchases | | 2,557 | | | | | |
| | | 14,628 | | | | | |
| Less stock on hand, 31st March, 1943 | | 12,608 | 2,020 | | | | |
| | | | | | | | |
| Typewriters— | | | | | | | |
| Stock at beginning | | 1,067 | | | | | |
| Add purchases | | 10,121 | | | | | |
| | | 11,188 | | | | | |
| Less stock on hand, 31st March, 1943 | | 1,865 | 9,323 | | | | |
| | | | | | | | |
| Wages— | | | | | | | |
| Productive | | 79,815 | | | | | |
| Establishment | | 35,175 | | | | | |
| Stationery Office | | 11,529 | | | | | |
| Freight (inward) | | 24,140 | | | | | |
| Insurance | | 9,158 | | | | | |
| Lighting: Proportion | | 531 | | | | | |
| Power | | 449 | | | | | |
| Fuel | | 588 | | | | | |
| Water | | 133 | | | | | |
| | | 161,518 | | | | | |
| Balance transferred to Profit and Loss Account | | 32,045 | | | | | |
| | | | <u>£360,698</u> | | | | <u>£360,698</u> |