

SESSION II.  
1921.  
NEW ZEALAND.

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## PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1921.

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

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SIR,— Printing and Stationery Department, Wellington, 19th August, 1921.  
I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1921.

The tables accompanying the report show the nature, extent, and result of the year's working.  
*Gazette*.—The number printed was 1,270, the number of subscribers 188, and the amount received £556.

*Hansard*.—The number of *Hansards* printed for session 1920 was 4,000, the number of subscribers 144, and the amount received £72.

*Stamp-printing*.—The number of sheets of stamps of various values printed was 1,402,093, the number of stamps 134,773,771, and the value £3,689,913.

*Stereo and Electro Plates*.—The number of stereo-plates cast during the year was 26,955, the weight being 24,549 lb. The number of electrotypes was 4,151, and the weight 1,170 lb.

*Rubber Stamps*.—The number of rubber stamps made was 5,296.

*Railway Tickets*.—10,457,812 railway tickets were printed, the largest number (1,141,009) being printed in November.

*Work of the Year*.—There has been no diminution in the volume of work, the whole staff being kept busy throughout the year. Two staffs are still employed in the Machine Branch, necessitated by the amount of printing going through.

The quantity of pads now being ordered instead of loose forms increases the work of the Binding Branch, and at times overtime is compulsory in this branch to keep level with the demands made upon us. Though the working of extra hours is neither satisfactory nor economical, it is sometimes a necessity. It is, however, avoided wherever possible.

*Paper and Stationery*.—The paper position is now much easier, the large stocks coming to hand from England and Canada enabling us to carry out the requirements of the country free from the anxiety that has been experienced during the past five years. Prices have fallen, and it is anticipated that, though the cost of paper will never come down to that of pre-war days, prices will be much easier than they have been for some years. Owing to the unsettled condition of affairs all over the world, it is, however, still necessary to preserve economy in paper-consumption, and the fact that the market has grown easier should not result in extravagance in the ordering of matter to be printed. The cost of printing is very high at present, and only essential printing should be undertaken.

Stationery is easier, and we have been able to stock a little more liberally, though it is still necessary to cut down requisitions. I have called attention to this over-ordering for some years, but though there has been a slight improvement there is still a lack of the necessary scrutiny by some of the responsible officers of the Departments ordering.

The position has also grown easier in regard to prices and supplies of binding-materials.

*Machinery*.—Since my last report several new machines have been installed, but if all the new work sent in for estimating the cost is to be undertaken, much more machinery will be required. Prices are about 120 per cent. over pre-war days, but it is now easier to obtain machines than has been the case for any time during the past five years. Still more machinery is required, but it will be difficult to place unless structural alterations are made to the building.

A stamp-coiling machine has been installed in the Stamp Branch. This machine is doing good work, the stamp-vending machines throughout the Dominion being supplied with the coils for the use of the public.

The railway-ticket-printing machines, at present under construction by Waterlow and Sons, are expected very shortly, and will be a great improvement on the machines now in use.

In the Binding Branch three very valuable up-to-date machines have been installed—the latest case-making machine, a rounding-and-backing machine, and a cloth-cutting machine. These machines should pay for themselves very quickly.

Four new letterpress-printing machines have been set up in the Machine Branch—one quad-crown and two double-royal Wharfedales, and a Kelly press (a most satisfactory and up-to-date small machine).

The "Reliable" flat-bed litho-printing machine has not yet come to hand, but it is hoped that it will arrive very shortly.



## TREASURY ADJUSTMENT ACCOUNT.

1921.				1921.			
Mar. 31.				Mar. 31.			
		£	s. d.			£	s. d.
To Sundry Debtors Account	..	28,752	6 6	By Repairs and Maintenance Account	..	352	7 4
Stationery Trading Account	..	1,000	0 0	Wages Account	..	2,273	0 4
Stamp-printing Department	Wages Ac-			Publications Account	..	2,929	6 7
count	..	4,502	3 2	Interest Account	..	5,281	12 0
Bonus Arrears Account	..	5,643	15 5	Balance Receipts and Payments Account	..	27,950	18 1
				Balance	..	1,111	0 9
		<u>£39,898</u>	<u>5 1</u>			<u>£39,898</u>	<u>5 1</u>

## BALANCE-SHEET AS AT 31ST MARCH, 1921.

<i>Liabilities.</i>				<i>Assets.</i>			
		£	s. d.			£	s. d.
Capital Account	..	158,090	6 3	Buildings	..	42,305	12 7
Sundry creditors	..	11,370	1 11	Less depreciation	..	1,057	12 6
Suspense Account	..	629	3 7			41,248	0 1
Bad Debts Reserve Account	..	100	0 0	Plant—			
Balance Profit and Loss Account	..	2,060	1 11	Printing	..	15,895	16 6
				Binding	..	6,077	17 10
				Litho and photo	..	1,759	16 1
				Engine-room	..	472	10 9
						24,206	1 2
				Less depreciation	..	1,574	11 0
						22,631	10 2
				Type	..	7,721	2 8
				Less depreciation	..	575	17 0
						7,145	5 8
				Furniture	..	399	4 5
				Less depreciation	..	29	18 6
						369	5 11
				Sundry debtors	..	25,616	18 11
				Stock on hand	..	74,127	12 2
				Treasury Adjustment Account	..	1,111	0 9
		<u>£172,249</u>	<u>13 8</u>			<u>£172,249</u>	<u>13 8</u>

Examined and found correct.

ROBERT J. COLLINS,  
Controller and Auditor-General.H. M. C. ROBERTSON,  
Accountant.RETURN OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED  
31ST MARCH, 1921.

—	Printing.		Stationery.		—	Printing.		Stationery.	
	£	s. d.	£	s. d.		£	s. d.	£	s. d.
Advertising Office	90	2 6	43	9 3	Government House	219	6 0	63	11 1
Agriculture	3,099	14 0	1,211	11 5	Government Life Insurance	1,618	1 6	306	0 4
Audit Office	135	14 0	153	3 4	Government Statistician	8,744	10 5	128	18 5
Bacteriological Laboratory	13	1 0	55	0 11	Health	2,459	16 7	635	17 7
Bankruptcy	35	3 6	22	14 4	Hector Observatory	41	15 0	5	6 7
Cambridge Sanatorium	..	..	5	3 8	Hospitals and Charitable Aid	..	..	24	0 3
Coal Control	118	15 0	34	0 0	House of Representatives—				
Cook Islands Administration	19	19 0	90	3 2	Appendix	7,225	12 6	..	..
Crown Law Office	82	0 6	44	18 7	Journals	389	11 6	..	..
Customs	1,005	2 1	594	4 11	Miscellaneous	568	0 6	136	1 3
Defence	4,739	0 4	3,267	16 1	Order Paper	1,132	17 6	..	..
Military Supplies Purchase Office	106	11 9	54	18 1	Immigration	142	16 0	119	19 0
Repatriation	447	10 9	559	17 6	Imperial Government Supplies	19	11 6	59	0 0
Education—					Industries and Commerce	267	13 0	296	10 5
Head Office	4,376	15 2	1,072	10 7	Internal Affairs	1,408	5 8	606	18 5
Examination Branch	1,228	3 6	3	12 1	Internal Affairs, Minister's Offices	261	19 0	255	3 5
School Journal	8,875	15 11	..	..	Journal of Agriculture	4,194	9 6	171	4 0
Teachers' Superannuation Fund	88	14 5	3	17 0	Justice	1,517	11 9	1,282	17 1
Electoral	103	5 0	55	1 2	Kahiti	2,466	14 8	..	..
External Affairs	206	4 6	62	17 9	Labour	3,529	17 0	812	8 0
Forestry	577	6 4	207	1 7	Land and Deeds	900	11 0	427	10 7
Friendly Societies	175	18 6	8	14 7	Land and Income Tax	2,538	12 6	480	16 2
Gazette	9,785	9 4	2	19 2	Land for Settlements	11	12 0	13	11 5
General Assembly—					Lands and Survey	8,691	1 8	3,263	4 10
Bills	2,249	17 6	..	..	Legislative Council—				
Hansard	8,589	13 0	..	..	Appendix	73	10 0	..	..
Joint Account	876	3 0	85	7 7	Journals	168	18 6	..	..
Statutes	4,566	14 3	43	10 1	Miscellaneous	60	6 6	21	0 8
Geological Survey	105	14 6	31	12 2	Order Paper	224	12 6	..	..
Government Accident Insurance	231	12 9	..	..	Marine	1,873	18 0	335	4 6
Government Fire wood Depot	16	15 0	18	14 0	Mental Hospitals	580	9 9	317	14 9
					Meteorological	79	8 9	9	8 2
					Mines	453	2 6	174	16 7

RETURN OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS, ETC.—*continued.*

	Printing.		Stationery.			Printing.		Stationery.	
	£	s. d.	£	s. d.		£	s. d.	£	s. d.
Museum, Dominion ..	660	18 6	22	10 2	Registrar-General ..	1,151	16 0	263	13 11
National Provident Fund ..	622	5 0	168	16 2	Stamp Duties ..	1,428	18 0	632	19 1
Native ..	704	8 2	314	11 2	State Advances ..	613	10 2	381	9 10
New Zealand Naval Adviser ..	4	13 6	40	3 9	State Coal—				
Patents ..	1,171	5 6	39	9 7	Head Office ..			6	7 1
Pensions ..	1,590	17 6	252	7 8	Christchurch Depot ..	72	1 6	7	17 3
Police ..	3,876	3 9	1,111	12 9	Greymouth Depot ..	61	1 6	22	7 7
Post and Telegraph—					Huntly Depot ..	24	4 9	8	0 11
Head Office ..	4,754	7 3	48	3 0	Wanganni Depot ..	2	0 0	3	1 1
Controller of Stores ..	33,177	7 7	254	3 8	Wellington Depot ..	16	18 6	15	4 3
Prime Minister's Office ..	365	12 2	77	8 7	State Fire Insurance ..	1,272	10 0	352	18 4
Prisons ..	297	5 6	329	0 8	Tourist ..	519	12 9	179	15 9
Public Service Commissioner ..	321	1 6	249	15 8	Treasury ..	3,936	2 3	1,229	3 4
Public Service Official Circular ..	262	2 6			Valuation ..	986	9 10	667	5 8
Public Service Superannuation Board ..	108	0 6	13	6 10	Totals ..	196,838	6 11	28,415	6 4
Public Trust Office ..	4,598	14 0	1,253	6 3					
Public Works ..	2,986	16 0	2,591	16 9	SUMMARY.				
Railways—					1920—April ..	8,779	15 3	2,147	8 6
Head Office ..	970	0 9	125	12 2	May ..	10,621	3 8	2,106	4 0
Accountant ..	182	9 3	10	6 10	June ..	14,608	6 0	2,476	7 6
Chief Engineer ..	25	16 6	1	4 11	July ..	17,829	15 1	2,336	7 10
Chief Traffic Manager ..	186	19 0			August ..	16,505	6 5	2,191	10 7
Day tickets ..	984	6 10			September ..	16,271	8 1	1,385	11 4
Mechanical Engineer ..	70	5 6			October ..	13,669	1 1	2,716	9 10
Stationery Clerk ..	20,286	1 11	45	8 9	November ..	23,260	13 6	2,974	4 3
Stores Manager ..					December ..	17,831	16 0	2,422	6 0
Stores, Petone ..	50	19 9	15	14 5	1921—January ..	10,091	13 8	1,556	2 10
Ticket-printer ..	2,331	13 9			February ..	14,410	4 2	2,424	7 9
Time-table ..	2,350	19 2			March ..	32,959	4 0	3,678	5 11
					Totals ..	196,838	6 11	28,415	6 4

## RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1920, TO 31ST MARCH, 1921.

Description.	Sheets.	Stamps.	Value.	
			£	s. d.
Postage .. ..	467,969	101,433,940	979,104	15 0
Duty .. ..	12,012	1,424,638	1,642,255	0 0
Railway .. ..	50,700	5,154,000	270,866	13 4
Postal notes ..	443,198	2,466,938	15,180	10 10
Letter-cards ..	211,662	1,904,961	14,307	14 2
Post-cards ..	165,000	1,140,000	5,702	4 9
Newspaper-wrappers ..	43,372	267,500	1,017	3 8
Impressed stamps ..		20,895,634	174,112	16 11
P.O. investment certificates ..	8,180	86,160	587,367	0 0
Totals .. ..	1,402,093	134,773,771	3,689,913	18 8

*Approximate Cost of Paper.*—Preparation not given; printing (500 copies), £8 17s. 6d.

By Authority: MARCUS F. MARKS, Government Printer, Wellington.—1921.

Price 3d.]