Six Monotype keyboards were found to be very badly worn, requiring new parts to make them efficient, which would be very expensive. As they were very much out of date it was decided to replace them with modern ones. Eight of these were installed, the two extra ones being used for training those members of the staff who are desirous of becoming operators.

New arc lamps have been installed in the Process-engraving Branch, and are a great improvement

on those previously used.

The artificial lighting of the composing-rooms in the old portion of the building was inadequate for efficiency. A new system of installation has been carried out by which those rooms are now excellently lighted at a lower cost.

Stationery Branch.—During the year this branch dealt with 12,276 requisitions for stationery from other Departments, the total sales, omitting typewriters, amounting to £27,533. It can be readily imagined the amount of handling and packing entailed in this turnover, and credit is due to the

staff for the very small number of errors and breakages that have taken place.

During the year this Department has taken over a large number of publications previously sold by several other Departments, and these are now being sold from the Stationery Office. The number of subscribers to some of these publications is considerable, the sales and subscriptions entailing a great deal of extra work, which, so far, the staff has been able to cope with without extra assistance. It is intended that this Department shall ultimately handle the sales of all Government publications.

Another addition to the business of this branch is the purchase and sale of new typewriters for Government Departments, and in this connection for the six months ending 31st March, 1924, 140 new typewriters were thus disposed of. We are conducting this part of the business on a 5-per-cent. basis, which, though barely clearing expenses, reduces the cost of the machines to other Departments to a minimum, thus assisting in obtaining the result aimed at when the decision to enter into the contract was made.

Stationery prices remained approximately the same as in the previous year, though manufactured

articles showed a downward tendency.

Accommodation.—The congested state of several of the rooms occupied by the various branches is considerably hampering the work of the staff. The lack of storage space makes it practically impossible to keep the large and assorted stock that should be kept. It is therefore necessary that additions should be made to the building so that these rooms may be extended to give the space required for the work of the Department to be carried out efficiently. This is a matter that should be proceeded with without any delay.

Finance.—The year's working has resulted in a net profit of £876, after charging an amount of £8,478 interest on capital, and £2,803 depreciation on buildings and plant. This is slightly less than that made for the previous year, and is equal to 0.45 per cent. on the total turnover, and 0.46 per cent. on the capital involved. As, however, this Department does not aim at a high profit, but, instead, to turn out the work as cheaply as possible to the other Departments, this result must be considered satisfactory.

L'have, &c.,

Hon. the Minister in Charge.

W. A. G. SKINNER,

Government Printer.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st March, 1924.

LUECELLIS AND LATHE	NIB ZLOCO	UINI	r O.	W THE TEAM ENDED OIST MARCH, 1921.
Receipts.	£	s.	d.	Payments. \pounds s. d.
To Sundry debtors	179,381	16	6	By Salaries 82,835 15 1
Publications and publishing	3,133	5	0	Wages 28,702 12 11
Sales of machinery, &c	121	17	0	Grants on retirement 211 8 0
Sales of second-hand typewriters	57	10	0	Overtime 1,410 19 7
Sale of waste products	123	5	0	Purchases, stationery, paper, &c 41,503 9 0
Sundry sales		18	4	Purchases, stores, &c 4,706 5 8
Refunds—			_	Freight, &c 6,684 9 0
Commission, S. J. Sandle	2	14	3	Machinery (new, and repairs to) 4,013 10 5
Overcharges, freight, &c	18		8	Type, &c 519 8 7
Salaries and wages	97		$\check{2}$	Monotype extras 340 15 6
Postages	68		0	Monotype metal 444 17 2
Balance to Treasury Adjustme		•	•	Fuel, power, gas, &c 2,871 14 8
Account	4,527	2	7	Medical services
110004117	1,02.	_	•	Office equipment, &c 88 1 4
				Postages and telegrams 1,145 18 10
				Telephone subscriptions 45 14 8
				Refunds of amounts overpaid 23 1 4
				Window alasmin plan
				Proportion of rent, High Commis-
				1
				Motor vehicles (purchase, repairs, and upkeep) 847 16 5
				1
				Contingencies 119 15 1
				Refunds to Departments for publica-
				tions sold \dots $8,082$ 9 2
	£187,560	16	6	£197 560 16 6
	2101,000	10		£187,560 16 6