

1924.
NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1924.

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

SIR,—

Printing and Stationery Department, Wellington, 7th August, 1924.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1924.

The tables accompanying the report show the nature, extent, and result of the year's working.

Gazette.—The number printed of each issue was 970, the number of subscribers 411, and the amount received from subscribers and sales £2,436.

Hansard.—The number printed of each issue for session 1923 was 6,375, the number of subscribers 116, and the amount received from subscribers and sales £168.

Stamp-printing.—Stamps to the value of £14,609,633 and postal notes to the value of £19,340 were printed.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 28,865, the weight being 24,846 lb. The number of electrotypes was 18,682, and the weight 1,730 lb.

Rubber Stamps.—The number of rubber stamps made was 1,842.

Railway Tickets.—9,447,408 railway tickets were printed, the largest number (1,632,535) being printed in November.

Work of the Year.—During the past year all branches of the Department were kept fairly busy. In addition to producing the regular publications, the Department undertook the printing of the special booklets, folders, and leaflets required for distribution at the Empire Exhibition and by the Publicity Office. The aggregate number of copies printed amounted to 440,000, for which 25 tons of paper, to the value of £2,000, were used. In addition to this work several important publications, including Museum Bulletins and Monographs written by Mr. Elsdon Best, and Volume II of Cowan's "New Zealand Wars," were printed. The work in the Photo-lithographic and Process-engraving Branches was exceptionally strenuous. Apart from the amount involved in dealing with the general work in connection with the production of maps and plans for the Lands and Survey, Geological, and State Forests Departments, coloured posters for the Railway Department, and the illustration blocks for the numerous publications, there was the extra work in connection with the Empire Exhibition. Extra work was also created by the activity in the Hydro-electrical Branch of the Public Works Department, necessitating the printing of the numerous plans required for the Awapuni and Mangahao Power-stations.

Paper.—Although there was an extraordinary demand on the paper stocks, these have been well maintained, and at very satisfactory prices. The last purchases were made while the market was low, which resulted in the amount expended during the year being very much lower than the estimate.

It is difficult to predict what the future state of the market will be. Prices for printings and paper in that class have, however, reached a low level, and any change in the market may be in an upward direction. There has been an advance in the prices for the higher grades of paper owing to the increased cost of raw material, rags having advanced about 100 per cent.

During the year the purchases in this Department for paper, boards, envelopes, &c., amounted to £47,092, and the issues £37,035, comprising some 51,300 packages of paper and board, and 8,250,000 envelopes, requiring a storage-capacity for 1,622 tons of material.

Machinery.—Some of the machinery in the branches has been in use for a very long period of years, and is not conducive to efficiency. As it is desirable to have more up-to-date machinery in those branches, some of the oldest machines have been disposed of at satisfactory prices, and replaced by machines designed to give a much greater output. A quad-royal machine with automatic feeder and extension delivery is now being erected. This machine is to be used for the printing of the regular publications. A Wharfdale machine fitted with a pile suction feeder is now being run on trial, and a satisfactory output has been maintained.

TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1924.

<i>Dr.</i>		Per Cent.	£	s. d.	<i>Cr.</i>		Per Cent.	£	s. d.	
To Paper and materials—	£ s. d.				By Sales—	£ s. d.				
Stock at beginning	29,127 6 0				Manufacturing ..	161,529 14 0				
Add purchases ..	32,015 18 5				Stationery and pub- lications ..	27,532 15 5				
	61,143 4 5				Typewriters ..	2,241 7 4				
Less stock on hand, 31st March, 1924	24,499 12 0	18-78	36,643	12 5	Discounts received	0-06	191,303	16 9	
Stationery—								120	0 1	
Stock at beginning ..	11,395 2 9									
Add purchases ..	17,486 4 9									
	28,881 7 6									
Less stock on hand, 31st March, 1924	8,864 16 3	10-26	20,016	11 3						
Typewriters—										
Purchases ..	3,539 8 10									
Less stock on hand, 31st March, 1924	1,447 15 1	1-08	2,091	13 9						
Wages (productive) ..	78,402 19 6	40-18								
Wages (establishment)	22,499 16 11	11-53								
Wages (Stationery Of- fice) ..	3,999 5 4	2-05								
Freight (inwards) ..	5,373 19 6	2-75								
Lighting (proportion)	360 4 0	0-18								
Power ..	1,114 13 9	0-57								
Fuel ..	1,057 17 1	0-54								
Water ..	121 4 6	0-06								
			112,930	0 7						
Balance to Profit and Loss	10-12	19,741	18 10						
			98-1	£191,423	16 10			98-1	£191,423	16 10

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1924.

<i>Dr.</i>		Per Cent.	£	s. d.	<i>Cr.</i>		Per Cent.	£	s. d.	
To Office salaries	2-22	4,333	8 8	By Balance from Trading Account ..	10-12	19,741	18 10		
Repair and alterations to buildings and plant	0-47	913	3 5	Storing and handling stationery for other Government Departments ..	0-32	613	9 2		
Postages and telegrams	0-56	1,093	5 11	Commission on sales of publications, &c.	1-46	2,844	14 9		
Freight (outward)	0-54	1,054	11 1	Rent receivable ..	0-12	236	0 0		
Insurance	0-05	94	17 9						
Exchange	0-01	11	9 6						
Discounts allowed	0-05	89	11 10						
Telephones (rentals and alterations)	0-02	44	7 2						
Medical services	0-08	162	7 6						
Lighting (proportion)	0-02	40	0 0						
Proportion rent, High Commissioner's Office	0-08	150	0 0						
Office expenses	0-21	406	12 3						
Audit fee	0-05	100	0 0						
Wages, charwomen and watchmen	1-24	2,417	8 1						
Compassionate allowance, Mrs. H. Hussey	0-05	100	0 0						
Constructing tennis-court	0-04	80	5 11						
Fire-brigade expenses	0-01	22	11 6						
Grants in lieu of leave	0-08	164	9 0						
Depreciation on buildings and plant	1-44	2,802	14 10						
Interest on capital	4-35	8,477	19 6						
Balance carried down	0-45	876	18 10						
			12-02	£23,436	2 9			12-02	£23,436	2 9
					By balance brought down	1876	18 10	

TREASURY ADJUSTMENT ACCOUNT.

		£	s. d.			£	s. d.
To Balance carried down	14,000	5 10	By Interest on Capital Account	8,477	19 6
				Unauthorized expenditure	595	17 0
				Repairs to buildings and plant (public works)	399	6 9
				Balance, Receipts and Payments Account	4,527	2 7
		£14,000	5 10			£14,000	5 10
				By Balance brought down	£14,000	5 10

BALANCE-SHEET AS AT 31ST MARCH, 1924.

		Liabilities.				Assets.			
		£	s.	d.			£	s.	d.
Capital Account	188,399	8	8	Buildings	44,178	8	0
Sundry creditors	12,443	17	11	Less depreciation	883	11	4
Wages accrued due	663	9	1	Land	43,294 16 8
Bad debts reserve	215	15	2	Plant and machinery—	60,600 0 0
Treasury Adjustment Account	14,000	5	10	Printing plant	17,519	6	4
Writing-off Suspense Account	78	13	3	Binding plant	5,377	6	5
Balance Profit and Loss Account	876	18	10	Litho and photo plant	2,360	12	6
					Engine-room plant	197	16	10
					Monotype plant	2,057	0	4
							27,512	2	5
					Add purchases	4,069	10	5
							31,581	12	10
					Less sales	240	0	0
							31,341	12	10
					Less depreciation	1,464	4	8
							29,877	8	2
					Motor-van	738	7	6
					Less depreciation	73	16	9
									664 10 9
					Type	6,708	3	3
					Add purchases	565	1	10
							7,273	5	1
					Less depreciation	363	13	4
							6,909	11	9
					Furniture	348	16	9
					Less depreciation	17	8	9
									331 8 0
					Payments in advance	215 14 0
					Sundry debtors	26,487 14 9
					Work in progress	13,431 16 10
					Stocks on hand	34,812 3 4
					Stock Suspense Account	53 4 6
									£216,678 8 9
									£216,678 8 9

H. M. C. ROBERTSON, Accountant.

I hereby certify that the Receipts and Payments Account, Trading Account, Profit and Loss Account, and balance-sheet have been duly examined and compared with relative books and documents submitted for audit, and correctly state the position disclosed thereby, except that the accounts include charges for repairs to buildings and interest on capital for which the Department possesses no parliamentary appropriation.—G. F. C. CAMPBELL, Controller and Auditor-General.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1924.

	Printing.			Stationery.				Printing.			Stationery.		
	£	s.	d.	£	s.	d.		£	s.	d.	£	s.	d.
Advertising Office ..	40	14	0				Patents	1,365	13	9	83	17	11
Agriculture	2,691	8	3	1,300	6	7	Pensions	1,273	7	3	395	12	9
Audit Office	138	3	0	249	18	0	Police	3,126	16	8	1,945	1	2
Bankruptcy	231	2	0	91	11	11	Post and Telegraph—						
Census and Statistics ..	5,875	15	9	192	8	4	Head Office ..	4,793	16	7	71	19	3
Cook Islands Administration	95	2	10	150	2	8	Controller of Stores ..	14,311	15	1	708	15	4
Crown Law Office ..	336	1	6	76	7	8	Prime Minister's Office ..	92	13	0	123	11	1
Customs	841	13	0	1,071	12	9	Prisons	404	3	10	357	12	11
Defence	2,635	2	0	1,186	1	6	Public Service Commissioner	148	13	6	107	3	11
Repatriation	10	12	2	17	11	0	Public Service Official Circular	41	10	0			
Dominion Laboratory ..	183	1	6	72	15	11	Public Service Superannuation Board	73	1	0	16	10	10
Education—							Public Trust Office ..	2,284	5	5	428	7	7
Head Office	3,732	3	4	1,485	7	3	Public Works	4,298	3	6	5,021	16	11
Examination Branch ..	615	19	8	19	11	8	Railways—						
School Journal	5,288	2	1	0	12	11	Head Office	902	14	3	101	15	0
Teachers' Superannuation Fund	65	15	0	2	8	0	Accountant	46	6	6	12	5	5
Electoral	327	17	3	136	11	11	Chief Engineer				2	5	6
External Affairs	250	14	10	32	7	6	Chief Traffic Manager	189	6	0	1	4	6
Friendly Societies ..	112	5	6	0	7	9	District Traffic Manager	170	19	3	1	10	0
Gazette	6,493	2	10	0	18	1	Day Tickets	1,008	13	9			
Geological Survey	257	17	0	32	10	1	Mechanical Engineer ..	307	1	9			
Government Accident Insurance	255	16	0				Stationery Clerk	17,775	8	0	969	4	3
Government House ..	164	16	0	34	10	5	Stores Manager	0	7	6			
Government Life Insurance	1,816	1	6	298	4	8	Stores, Petone	4	5	9	42	7	2
Health	1,876	19	9	770	0	11	Ticket-printer	1,522	4	4			
Hector Observatory ..	20	16	6	15	11	10	Time-table	1,458	16	8			
House of Representatives—							Registrar-General ..	735	14	0	207	10	5
Appendix	5,022	17	7				Samoan Administration ..	322	4	0	492	13	7
Bills	1,205	10	0				Stamp Duties	1,119	5	4	676	12	11
Hansard	4,352	15	9				State Advances	2,567	19	8	508	10	0
Journals	65	2	6				State Coal—						
Miscellaneous	1,153	9	1	517	18	6	Head Office	6	15	0			
Order Paper	420	7	6				Christchurch Depot ..	11	2	3	13	19	4
Statutes	1,493	2	0	5	0	0	Greymouth Depot ..	39	12	6	12	12	6
Immigration	165	8	11	70	7	2	Wanganui Depot	19	10	0	13	16	8
Industries and Commerce	1,975	18	4	128	12	8	Wellington Depot ..	15	0	10	82	12	7
Internal Affairs	2,789	2	4	770	16	3	State Forest Services ..	737	3	10	550	4	0
Internal Affairs, Minister's Offices	237	4	0	398	9	0	State Fire Insurance ..	801	19	9	558	3	10
Journal of Agriculture ..	2,555	12	0				Stores Control Board ..	8	2	0	22	17	0
Justice	1,445	4	0	2,685	15	2	Surveyors' Board	20	19	6			
Kahiti	1,575	4	6				Tourist	840	5	7	193	17	10
Labour	1,927	17	4	413	2	1	Treasury	2,788	10	0	606	18	4
Land and Deeds	809	16	0	588	8	11	Valuation	727	14	0	343	7	6
Land and Income Tax ..	1,807	13	2	471	16	6	Totals	140,782	5	9	33,275	16	3
Land for Settlements ..	1	4	0	7	9	1							
Lands and Survey	4,943	9	5	3,363	9	10							
Law Drafting	17	3	10	9	7	1							
Legislative Council—													
Journals	48	9	0										
Miscellaneous	47	15	6	30	5	9							
Order Paper	71	1	6										
Maori Ethnological Research Board	4	2	6										
Marine	3,390	9	4	465	9	3							
Mental Hospitals	368	15	0	391	15	0							
Meteorological	24	7	1	13	2	10							
Mines	463	1	4	229	4	6							
Museum, Dominion	587	19	10	35	19	3							
National Provident Fund	400	18	6	151	7	5							
Native	428	6	1	389	5	2							
Native Trust Office ..	119	2	0	64	1	1							
New Zealand Naval Adviser	109	4	0	140	11	4							
New Zealand Producers' Board	35	7	0	21	4	1							

SUMMARY.

	£	s.	d.	£	s.	d.
1923—April	8,820	3	11	1,584	3	2
May	12,083	12	11	2,382	1	4
June	8,910	3	5	2,538	13	3
July	12,301	11	3	2,838	2	9
August	15,569	1	10	3,928	11	8
September	10,198	5	11	2,209	19	10
October	11,860	12	2	2,858	8	8
November	12,440	1	6	4,660	2	10
December	8,619	1	0	2,504	18	8
1924—January	10,105	14	2	1,685	1	2
February	10,780	18	9	2,537	5	11
March	19,092	18	11	3,548	7	0
Totals	140,782	5	9	33,275	16	3

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FOR THE YEAR ENDED 31ST MARCH, 1924.

Description.					Sheets.	Stamps.	Value.	
							£	s. d.
Postage	810,875	181,217,802	1,062,064	5 0
Postal notes	277,600	2,776,000	19,339	7 6
Post-cards	100,010	1,600,010	3,862	9 2
Letter-cards	165,150	1,975,278	9,207	11 2
Duty	18,512	2,198,789	13,401,564	0 0*
Wrappers	30,010	240,010	599	12 0
Railways	5,100	612,000	2,150	0 0
Post-cards	} Overprinted to conform with re-	} duced postal rates	} ..	}	437,515
Letter-cards					..	363,447
Wrappers					..	65,382
Impressed	15,624,065	130,185	4 0
Totals	1,407,257	207,110,298	14,628,972	8 10

* Included in this amount is £11,832,000, being the value of a new issue of duty stamps of a high value.

Approximate Cost of Paper.—Preparation, not given; printing (478 copies), £8 15s.

By Authority: W. A. G. SKINNER, Government Printer, Wellington.—1924.

Price 6d.]