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.

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.

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Hon. the Minister in Charge.

W. A. G. SKINNER, Government Printer.

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

Receipts.	£	s.	d.	Payments.	£	s.	đ.
	179,381		6	By Salaries	00 00		ï
Publications and publishing	3,133	5	0	Wages	00 500		11
Sales of machinery, &c	121		0	Grants on retirement	211	-8	0
Sales of second-hand typewriters	57	10	0	Overtime			7
Sale of waste products	123	5	0	Purchases, stationery, paper, &c	47 700	9	ò
Sundry sales	28	18	4	Purchases, stores, &c	4,706	5	8
Refunds			_	Freight, &c	6,684	9	ŏ
Commission, S. J. Sandle	2	14	3	Machinery (new, and repairs to)	1 010	10	5
Overcharges, freight, &c	18	2	8	Type, &c		8	7
Salaries and wages	97	17	2	Monotype extras	0.40		6
Postages	68	8	0	Monotype metal	444	17	2
Balance to Treasury Adjustment				Fuel, power, gas, &c	2,871	14	8
Account	4,527	2	7	Medical services	145	6	Ō
	•			Office equipment, &c	88	1	4
				Postages and telegrams	1,145	18	10
				Telephone subscriptions	45		8
				Refunds of amounts overpaid	23	1	4
				Window-cleaning, &c	126	2	2
				Proportion of rent, High Commis-			
				sioner's Office	300	0	0
				Motor vehicles (purchase, repairs, and			
				upkeep)	847	16	5
				Wages of charwomen, watchmen, &c.	2,291	5	11
				Audit fees	100	0	0
				Contingencies	119	15	1
				Refunds to Departments for publica-			
				tions sold	8,082	9	2
	£187,560	16	6		£187,560	16	
			_	·	~1.71,000		

	TRAD	ING	Accot	UNT FOR	THI	e Y	ZEAR ENDED 31ST MARCH, 1924.	
Dr. To Paper and materials— Stock at beginning Add purchases		d.	Per Cen	nt. £	s.	d.	By Sales— Manufacturing . 161,529 14 0 Stationery and publications . 27,532 15 5	
Less stock on hand, 31st March, 1924	61,143 4 24,499 12		18.78	36,643	19	ĸ	Typewriters 2,241 7 4 Discounts received 98.04 191,303 16 9	
Stationery— Stock at beginning Add purchases		9	10 70	50,045	12			
Less stock on hand,	28,881 7	6						
31st March, 1924	8,864 16	3	10.26	20,016	11	3	·	
Typewriters— Purchases Less stock on hand,	3,539 8							
31st March, 1924 Wages (productive)	$\frac{1,447 \ 15}{78,402 \ 19}$		1·08 40·18	2,091	13	9		
Wages (establishment) Wages (Stationery Office)	22,499 16 3,999 5		11·53 2·05					
Freight (inwards) Lighting (proportion) Power Fuel	5,373 19 360 4 1,114 13 1,057 17	1 0 3 9 7 1	2·75 0·18 0·57 0·54					
Water Balance to Profit and Lo	121 4 ss		0·06 10·12	112,930 19,741				
			98.1	£191,423	16	10	98· 1 £191,423 16 16	-) =
Dr. To Office salaries Repair and alterations and plant Postages and telegrams Freight (outward) Insurance Exchange Discounts allowed Telephones (rentals and Medical services Lighting (proportion) Proportion rent, High office Office expenses Audit fee Wages, charwomen and Compassionate allowar Hussey Constructing tennis-cour Fire-brigade expenses Grants in lieu of leave Depreciation on building Interest on capital Balance carried down	alterations Commission watchmen nce, Mrs.		Per Cent 2·22 0·47 0·56 0·54 0·05 0·01 0·05 0·02 0·08 0·02 0·05 1·24 0·05 0·04 0·01 0·08 1·44 4·35 0·45	4,333 913 1,093 1,054 94 11 89 44 162 40 150 406 100 2,417	3 5 1 1 1 1 1 7 7 0 0 1 2 0 8 0 5 1 1 1 9 1 4 1 1 1 9	8 5 11 1 9 6 10 2 6 0 0 1 1 6 0 11 6 0 10 6 6 6 6 6 6 6 6 6	By Balance from Trading Account 10·12 19,741 18 10 Storing and handling stationery for other Government Departments 0·32 613 9 2 Commission on sales of publications, &c. 1·46 2,844 14 9 Rent receivable 0·12 236 0 0	2
			12.02	£23,436	2	9	By balance brought down) =)
To Balance carried	down		T1	EASURY £ 14,000	8.	d.	By Interest on Capital Account 8,477 19 6 Unauthorized expenditure 595 17 0 Repairs to buildings and plant (public	
				£14,000	5	10	Works 399 6 9	

BALANCE-SHEET AS AT 31ST MARCH, 1924.

	£ s. d. . 188,399 8 8 . 12,443 17 11	Buildings	Assets. £ 44,178	s. d. 8 0	£	s.	d.
Bad debts reserve	. 663 9 1 . 215 15 2 . 14,000 5 10 . 78 13 3	Less depreciation Land Plant and machinery—			43,294 60,600		8 0
Balance Profit and Loss Account .	. 876 18 10	Binding plant Litho and photo plant	17,519 5,377 2,360 197 2,057	16 10			
		Add purchases	27,512 4,069				
		Less sales	240	12 10 0 0			
		Less depreciation	31,341 1,464		29,877	8	2
		Motor-van Less depreciation	738 73	7 6 16 9	664		
		Type Add purchases	6,708 565	3 3 1 10	004	10	ð
		Less depreciation	7,273	5 1 13 4	6,909	11	9
		Furniture Less depreciation	348 17	16 9 8 9			
		Work in progress Stocks on hand	•• ••		331 215 26,487 13,431 34,812 53	14 14	0 9 10 4 6
	£216,678 8 9			£2	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.
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Advertising Office	£ s. d. 40 14 0	£ s. d.	Patents	£ s. d.	£ s. d.
	2,691 8 3	1,300 6 7	ъ .	-,	83 17 11 395 12 9
4 124 CM	138 3 0	249 18 0	D. 12	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	395 12 9 1,945 1 2
Bankruptey	231 2 0	91 11 11	Post and Telegraph—	3,120 10 6	1,949 1 2
Census and Statistics	5,875 15 9	192 8 4	Head Office	4,793 16 7	71 19 3
Cook Islands Administra-	95 2 10	150 2 8	Controller of Stores	14,311 15 1	708 15 4
tion	00 - 10	.00 .	Prime Minister's Office	92 13 0	123 11 1
Crown Law Office	336 1 6	76 7 8	Prisons	404 3 10	357 12 11
Customs	841 13 0	1,071 12 9	Public Service Commis-	148 13 6	107 3 11
Defence	2,635 2 0	1,186 1 6	sioner		-
Repatriation	10 12 2	17 11 0	Public Service Official Cir-	41 10 0	
Dominion Laboratory	183 1 6	72 15 11	cular		
Education—			Public Service Superan-	73 1 0	16 10 10
Head Office	3,732 3 4	1,485 7 3	nuation Board		
Examination Branch	615 19 8	19 11 8	Public Trust Office		428 7 7
School Journal	5,288 2 1	0 12 11	Public Works	4,298 3 6	5,021 16 11
Teachers' Superannua-	$65 \ 15 \ 0$	2 8 0	Railways—	000 14 0	101 1 0
tion Fund	nam 1# 0	100 11 11	Head Office	902 14 3	101 15 0
Electoral	327 17 3	136 11 11	Accountant	46 6 6	12 5 5
External Affairs	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Chief Engineer	100 0 0	2 5 6
Friendly Societies Gazette	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	0 18 1	Chief Traffic Manager District Traffic Manager	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
4.4 4 4 4 4 4	257 17 0	32 10 1	1 13 199 1	1 000 70 0	
Geological Survey Government Accident In-	255 16 0	1	Day Tickets Mechanical Engineer	307 1 9	• •
surance	200 10 0	• •	Stationery Clerk	17,775 8 0	969 4 3
Government House	164 16 0	34 10 5	Stores Manager	0 7 6	. 000 4 0
Government Life Insurance	1,816 1 6	298 4 8	Stores, Petone	4 5 9	$\frac{1}{42}$ 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 - 1	
House of Representatives—			Registrar-General	735 14 0	207 10 5
Appendix	$5,022 \ 17 \ 7$	i	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	500	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	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	770 16 3	State Forest Services	737 3 10	550 4 0
Internal Affairs, Minister's	237 4 0	398 9 0	State Fire Insurance	801 19 9	558 3 10 22 17 0
Offices Journal of Agriculture	2,555 12 0		Stores Control Board Surveyors' Board	20 19 6	
Journal of Agriculture Justice	1,445 4 0	2,685 15 2	Surveyors Board	840 5 7	193 17 10
Kahiti	1,575 4 6	2,000 10 2	Treasury	2,788 10 0	606 18 4
Labour	1,927 17 4	413 3 1	Valuation	727 14 0	343 7 6
Land and Deeds	809 16 0	588 8 11			
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—			El.	****	
Journals	48 9 0		າເຂ	MMARY.	
Miscellaneous	47 15 6	30 5 9		£ s. d.	£ s. d.
Order Paper	71 1 6		1923—April	8,820 3 11	1,584 3 2
Maori Ethnological Re-	4 2 6	• • •	Мау	12,083 12 11	2,382 1 4
search Board	n 000 0 4	407 0 0	June	8,910 3 5	2,538 13 3
Marine	3,390 9 4	465 9 3	July	12,301 11 3	2,838 2 9
Mental Hospitals	368 15 0	391 15 0	August	15,569 1 10	3,928 11 8
Meteorological	24 7 1	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	September	10,198 5 11	2,209 19 10
Mines Museum, Dominion	463 1 4 587 19 10	229 4 6 35 19 3	Oetober November	11,860 12 2 12,440 1 6	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
	400 18 6		13 1		
National Provident Fund Native	428 6 1	$egin{bmatrix} 151 & 7 & 5 \ 389 & 5 & 2 \end{bmatrix}$	14.34 E	$\begin{array}{ c cccccccccccccccccccccccccccccccccc$	$2,504 ext{ } 18 ext{ } 8 \\ 1,685 ext{ } 1 ext{ } 2$
Native Native Trust Office	119 2 0	64 1 1	1924—January February	10,780 18 9	2,537 5 11
New Zealand Naval Ad-	109 4 0	140 11 4	March	19,092 18 11	$\frac{2,537}{3,548}$, $\frac{3}{7}$ 0
viser	100 4 0	IIO II ·I			0,070.7 0
New Zealand Producers'	35 7 0	21 4 1	Totals	140,782 5 9	33,275 16 3
Board	· v			","	,=.0 .0 0
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RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FOR THE YEAR ENDED 31ST MARCH, 1924.

Description.						Sheets.	Stamps.	Value.		
					i			£ s. d		
Postage						810,875	181,217,802	1,062,064 5 0		
Postal notes					· l	277,600	2,776,000	19,339 7 6		
Post-cards					1	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 (
Railways						5,100	612,000	2,150 0 0		
Post-cards	10				را		437,515			
etter-cards			to confe	orm with	ı re-↓		363,447			
Vrappers	au	ea posi	alrates		i I		65,382			
mpressed	··	• •	••	••		• •	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.]