

1925.

## NEW ZEALAND.

## PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1925.

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

SIR,—

Printing and Stationery Department, Wellington, 7th July, 1925.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1925.

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 430, and the amount received from subscribers and sales, £3,435.

*Hansard.*—The number printed of each issue for session 1924 was 7,000, the number of subscribers 132, and the amount received from subscribers and sales £208.

*Stamp-printing.*—Stamps to the value of £1,916,180 and postal notes to the value of £21,891 were printed.

*Stereo and Electro Plates.*—The number of stereo-plates cast during the year was 32,008, the weight being 21,268 lb. The number of electrotypes was 5,081, and the weight 1,033 lb.

*Rubber Stamps.*—The number of rubber stamps made was 796.

*Railway Tickets.*—8,995,817 railway tickets were printed, the largest number (1,148,336) being printed in November.

*Work of the Year.*—The past year was one of exceptional activity, all branches being worked to the fullest capacity. Every effort was made, including the working of a considerable amount of overtime, to keep pace with the increased demands of the various Government Departments. The new letterpress machines have largely contributed towards expediting work.

Comparing the past year's work with that of the previous year, there is an increase in the volume of work to the value of £44,000. This increase was partly due to the large number of "folders," &c., issued by the Publicity Office, which amounted in the aggregate to 305,000 copies, for which 22 tons of paper, to the value of £1,725, was used. A great deal of work had to be undertaken at very short notice, and was completed in the stipulated time to the satisfaction of the Departments concerned.

The Photo-litho and Process Engraving Branches had also to work at high pressure, and produced a considerable number of maps, plans, &c. The work required by the Lands and Survey Department was in itself very large—viz., 65 survey district maps, 8 county maps, 46 sale plans, and 60 miscellaneous maps, diagrams, &c.

During the year the Stationery Office dealt with 12,943 requisitions for stationery, the total sales amounting to £29,000. In addition, 210 typewriters, of the value of £3,598, were issued to Government Departments.

*Paper.*—Stocks were well maintained, and purchases were made at very satisfactory prices, "printings," &c., being obtained at a slightly lower price than that of last year. During the year the purchases of paper, boards, envelopes, &c., amounted to £60,728, and the issues to £41,944, comprising 66,580 packages of paper and board, and 10,000,000 envelopes.

*Machinery.*—The Department is endeavouring to keep up to date by installing the most modern machinery suitable for its requirements. In this respect the latest machines installed have proved to be a very great acquisition, and have been a great aid to efficiency. Several machines are on order and expected to arrive shortly. They are to be used on classes of work which have not hitherto been undertaken.

*Accommodation.*—Attention has again to be drawn to the lack of accommodation. Several branches are greatly hampered through working in congested rooms. This is especially noticeable in the Stationery Office, that branch having completely outgrown the space available.

*Finance.*—The year's working has resulted in a profit of £13,685 10s. 5d., after allowing for interest on capital and depreciation. The plant, furniture, fittings, and office equipment have been revalued and brought into the books at the revaluation figures, on which depreciation has been calculated. The profit is considerably larger than this Department is aiming at, but this is due to the introduction of a proper costing system, with altered methods of charging, and the use of daily docketts. The rates, &c., could not be adjusted until the result of the year's working had been ascertained. The Department is now able to adjust the charges, which will no doubt enable the cost of printing to the various Departments to be considerably reduced in future.

*Staff.*—I have pleasure in testifying to the whole-hearted services of those holding responsible positions, while the staff generally has worked well.

I have, &amp;c.,

W. A. G. SKINNER,  
Government Printer.

The Hon. the Minister in Charge.