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.

Printing and Stationery Department, Wellington, 7th July, 1925. SIR. 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 mis-

cellaneous 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 dockets. 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, &c., W. A. G. SKINNER, Government Printer.

The Hon. the Minister in Charge.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1925.

To Sundry debtors	Rece	eipts.	£	s.	d.	Payments, \mathfrak{L} s.	đ.
Publications and publishing Sales machinery, &c. 165 0 0 Overtime 2,052 9 3	To Sundry debtors		231,135	19	4		5
Sales machinery, &c. 165 0 0 0 0 0 0 0 0 0		ing			9		
Sale old typewriters 90 19 0 Purchases stationery, paper, &c. 54,310 14 8 Nethunder 13 15 5 Purchases stores, &c. 6,720 13 9 13 14 15 15 15 15 15 15 15		•			0 :		
Purchases stores, &c. 6,720 13 9			90	19	0	Purchases stationery, paper, &c 54,310 14	8
Overcarge freight, &c. 103 15 5 Freight, insurance, &c. 7,029 10 8 Salaries and Wages 34 4 4 Machinery (new and repairs to) 4,763 8 1 Postage 85 13 1 Type, &c. 539 13 8 Monotype extras, &c. 2,392 6 10 Monotype metal 500 14 8 Fuel, gas, power, &c. 3,202 3 6 Medical services 157 8 3 Office equipment 420 2 9 Postage and telegrams 1,399 7 0 Telephone services 136 3 9 Refund of amounts overpaid 4 17 2 Window-cleaning and rubbish-removal 94 15 9 Proportion rent, High Commissioner's 250 0 0 Office 250 0 0 Motor-vehicles—Running expenses 52 13 10 Wages—Charwomen, watchmen, &c. 2,240 16 7 Audit fees 50 0 0 Contingencies 306 13 10 Domestic telephones 262 13 6 Refund Departments for publications, &c. 11,081 5 3 Balance, Treasury Adjustment Account 19,625 15 8							
Salaries and Wages 34 4 4 85 13 1 Type, &c. 539 13 8			103	15	5		
Postage							
Monotype extras, &c. 2,392 6 10 Monotype metal			85	13	1		8
Monotype metal	8-						
Fuel, gas, power, &c. 3,202 3 6 Medical services					!		8
Medical services 157 8 3 Office equipment 420 2 9 Postage and telegrams 1,399 7 0 Telephone services 136 3 9 Refund of amounts overpaid 4 17 2 Window-cleaning and rubbish-removal 94 15 9 Proportion rent, High Commissioner's 52 13 10 Motor-vehicles—Running expenses 52 13 10 Wages—Charwomen, watchmen, &c. 2,240 16 7 Audit fees 50 0 0 Contingencies 306 13 10 Domestic telephones 262 13 6 Refund Departments for publications, &c. 11,081 5 3 Balance, Treasury Adjustment Account 19,625 15 8					1	Fuel, gas, power, &c 3,202 3	6
Postage and telegrams 1,399 7 0					į		3
Postage and telegrams 1,399 7 0 Telephone services 136 3 9 Refund of amounts overpaid 4 17 2 Window-cleaning and rubbish-removal 94 15 9 Proportion rent, High Commissioner's 0ffice 250 0 0 Motor-vehicles—Running expenses 52 13 10 Wages—Charwomen, watchmen, &c. 2,240 16 7 Audit fees 50 0 0 Contingencies 306 13 10 Domestic telephones 262 13 6 Refund Departments for publications, &c. 11,081 5 3 Balance, Treasury Adjustment Account 19,625 15 8					}	Office equipment 420 2	9
Telephone services					- ;		0
Refund of amounts overpaid 4 17 2 Window-cleaning and rubbish-removal 94 15 9 Proportion rent, High Commissioner's 250 0 0 Motor-vehicles—Running expenses 52 13 10 Wages—Charwomen, watchmen, &c. 2,240 16 7 Audit fees 50 0 0 Contingencies 306 13 10 Domestic telephones 262 13 6 Refund Departments for publications, &c. 11,081 5 3 Balance, Treasury Adjustment Account 19,625 15 8							9
Proportion rent, High Commissioner's Office							2
Proportion rent, High Commissioner's Office					į	Window-cleaning and rubbish-removal 94 15	9
Motor-vehicles—Running expenses					i		
Wages—Charwomen, watchmen, &c. 2,240 16 7 Audit fees 50 0 0 Contingencies 306 13 10 Domestic telephones 262 13 6 Refund Departments for publications, &c 11,081 5 3 Balance, Treasury Adjustment Account 19,625 15 8						Office 250 0	0
Audit fees					-	Motor-vehicles—Running expenses 52 13	10
Contingencies					1	Wages—Charwomen, watchmen, &c. 2,240 16	7
Domestic telephones 262 13 6 Refund Departments for publications, &c 11,081 5 3 Balance, Treasury Adjustment Account 19,625 15 8					1	Audit fees 50 0	0
Refund Departments for publications, &c 11,081 5 3 Balance, Treasury Adjustment Account 19,625 15 8					!		
&c 11,081 5 3 Balance, Treasury Adjustment Account 19,625 15 8						Domestic telephones 262 13	6
Balance, Treasury Adjustment Account 19,625 15 8					i	Refund Departments for publications,	
£235,114 3 11						Balance, Treasury Adjustment Account 19,625 15	8
220,111 0 11			£235 114	3	11		11
						2200,111	

Trading Account for the Year ended 31st March, 1925.

	_		Per	Cent.		1	Per Ce	ent.
	Dr.		1924.	1925.	Cr.	192	24.	1925.
To— Paper and material— Stock at beginning Add purchases					By— Sales— £ s. d. £ s. Manufacturing 191,157 5 3 Less work in progress, 31st March,	d.		
Less stock on hand, 31st March, 1925 Stationery— Stock at beginning Add purcheses	8,864 16 3 23,989 4 1	4 - 40,561 12 5	18.78	18-03	1924 13,433 14 11 177,723 10 4 Add work in progress, 31st March, 1925 10,578 2 3			
Less stock on hand, 31st March, 1925 Typewriters— Stock at beginning Add purchases	32,854 1 1 11,343 16 1 1,447 15 3,231 16	6 - 21,510 4 8	10.26	9-57			3·04 ·06	98-22 0-09
Less stock on hand, 31st March, 1925 Wages (productive) Wages(establishment)	80,809 7	2 - 3,232 11 5	1.08 40.18 11.53	35.93				
Wages (Stationery Office) Freight (inward) Lighting (proportion) Power Fuel Water	5,877 12 488 0 1,200 12 1,183 5	1 6 6 0	2·05 2·75 0·18 0·57 0·54 0·06					
Balance to Profit and Loss	••	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	98-10			5 98	10	98-31

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1925.

, p.	Per	Cent.	Per Cent.	
Dr.	1924.	1925.	Cr. 1924. 192.	5,
## S. d. 4,765 14 5 Repairs and alterations to building and plant 1,168 17 9 Postages and telegrams 1,155 3 6 Freight (outward) 995 9 0 Insurance 133 6 9 Exchange 25 9 7 Discounts allowed 56 8 11 Telephones (rental, alterations, and renewal domestic tele-	2·22 0·47 0·56 0·54 0·05 0·01 0·05	2·12 0·52 0·51 0·44 0·06 0·01 0·02	By Balance from Trading Account 36,059 16 0 10·12 16·03 Storing and handling stationery for other Government Departments 613 9 2 0·32 0·26 Commission on sales of publications 2,985 19 3 1·46 1·33 Rent receivable	8
phone system)	0.02 0.08 0.02 0.08 0.21 0.05 1.24 4.35 1.44	0·18 0·05 0·02 0·07 0·20 0·02 1·01 4·31 2·08 0·02 6·09		
£39,895 4 5		17.73	£39,895 4 5 17·7	3
To Balance, Receipts and Payments Account	£	Adjustr s. d. 5 15 8	By Balance brought down £13,685 10 5 MENT ACCOUNT. By Interest on Capital Account 9,724 7 10 Balance carried down 9,901 7 10 £19,625 15 8	
To Balance brought down		1 7 10		
Bai <i>Liabilities</i> ,	£ 216,09 6,78 69	s. d. 7 12 1 4 18 1 9 16 0 5 15 2 6 9 10 3 6 0 4 7 0	Assets. £ s. d. £ s. d. Buildings	
<u>.</u>	242,36	7 14 7	£242,367 14 7	

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 the relative books and documents submitted for audit, and correctly state the position as disclosed thereby, except that the accounts include charges for interest and expenditure on buildings for which the Department possesses no parliamentary appropriation.—J. H. Fowler, Deputy Controller and Auditor-General.

Return of Value of Printing and Stationery issued to Departments for the Year ended $31\mathrm{st}$ March, 1925.

_	Printing.	Stationery.	_	Printing.	Stationery.
	£ s. d.	£ s. d.		£ s. d.	£ s. d.
Advertising Office	27 5 0	165	Patents	1,854 3 2	68 10 0
Agriculture	3,155 8 7	1,269 2 0	Pensions	1,505 3 11	451 17 8
Audit Office	173 7 0	280 5 2	Police	3,696 10 10	1,374 17 7
Bankruptey	159 7 10	132 14 10	Post and Telegraph, Head	8,238 13 0	75 18 6
British Empire Exhibition	3,680 1 3		Office		
Census and Statistics	7,408 19 3	162 9 11	Post and Telegraph Stores		843 9 8
Cook Islands Administra-	41 18 9	102 5 0	Prime Minister's Office		100 17 6
tion			Prisons	479 18 3	454 5 7
Crown Law Office	113 15 0	98 4 9	Public Service Commis-	147 3 5	86 10 10
Customs	563 15 2	838 14 0	sioner	F0.75 F	
Defence	4,759 19 4	1,718 6 11	Public Service Official	53 17 5	• • • • • • • • • • • • • • • • • • • •
Dominion Laboratory	$164 \ 11 \ 4$	44 12 11	Circular	144 6 6	10 9 9
Education—		1 500 10 0	Public Service Superan-	144 6 6	19 3 3
Head Office	4,579 5 7	1,586 10 0	nuation Board Public Trust Office	4,138 0 5	691 5 3
Examination Branch	619 5 8 $5,461 13 2$	43 17 5	70 1 11 TTT 1		5,528 16 5
School Journal		i 9 6	Public Works Railways—	4,101 1 7	0,020 10 0
Teachers' Superannua-	132 7 3	1 9 0	TT 1000	2,080 19 10	95 14 4
tion Fund	2.387 1 1	207 14 2	l	23 15 0	12 2 2
Electoral	2,387 1 1 $426 0 10$	94 10 10	Accountant		31 4 11
	43 1 0	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	District Traffic Manager		
~ '	7.124 5 8	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	Day tickets	007 0 0	i ::
6 1 1 1 0	496 13 6	24 2 8	Mechanical Engineer		0 4 0
Geological Survey Government Accident In-	154 17 9	2 2 0	Stationery Clerk	21,989 0 11	664 8 2
surance	10111		Stores Manager	21,000 0 11	94 0 11
Government House	263 13 11	39 1 0	Stores, Petone	8 1 6	283 12 9
Government Life Insur-	2,117 7 6	383 8 6	Ticket Printer	0.00= 11.0	
ance	2,111	000 0	Time-table	1,662 2 6	
Health	2,589 10 9	1,063 10 9	Advertising		
Hector Observatory	42 14 0	8 5 7	Registrar-General	220 2 2	277 11 11
House of Representatives-			Repatriation	2 10 0	2 9 9
Appendices to the	7,915 11 0	!	Samoan Administration	353 5 7	487 10 0
Journals		i I	Stamp Duties		639 18 10
Bills	2,125 9 3		State Advances	1,289 1 6	372 9 7
Hansard	7,004 18 9		State Coal—		1
Journals	238 15 0		Head Office		
Miscellaneous		348 14 8	Christchurch Depot	5 14 2	9 16 4
Order Paper	934 19 11		Greymouth Depot	10 10 0	46 8 9
Statutes	2,233 12 7	•••	Wanganui Depot	21 0 0	3 17 10
Head Office	1,513 12 6		Wellington Depot	1 1 1 1 0 0	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
Immigration	166 8 6	59 9 8	State Forest Services		$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
Industries and Commerce	78 6 3	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	State Fire Insurance		65 1 10
Internal Affairs	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	443 16 3	Stores Control Board Surveyors' Board	40 10 0	1 4 3
Internal Affairs, Minister's Office	444 2 0	449 10 9	Surveyors Board		236 19 9
7 7 7 1	2,564 13 8		Treasury	$\frac{1,211}{3,505}$ $\frac{2}{2}$ $\frac{11}{1}$	446 0 5
- " "	1,540 2 9	2,626 14 8	Valuation	606 1 0	460 8 2
Kahiti	1,444 3 0	2,020 14 0	vanation	020 1 0	100 0 2
7 1	2,330 17 9	652 13 6	Totals	184.772 14 9	35,529 13 7
Labour	1,417 1 10	788 19 1	rotals	101,	
Land and Income Tax	1,365 17 6	341 16 8			
Land for Settlements	5 2 6	12 7 7			
Lands and Survey	5,974 11 10	3,761 2 8			
Law Drafting	9 3 0	8 0 0	Su	MMARY.	
Legislative Council	116 6 4		1924—April	11,868 12 7	1,238 17 0
Journals	48 6 2	.,	May	15,624 13 2	3,162 3 11
Miscellaneous		88 15 10	June	13,716 10 5	2,593 12 2
Order Paper	130 15 8		July	18,200 15 4	3,124 8 5
Maori Ethnological Re-	6 17 6	33 1 3	August	17,623 11 6	4,171 6 4
search Board			September	16,847 11 4	2,817 12 3
Marine	2,316 12 2	506 13 0	October	19,211 0 9	2,318 9 11
Mental Hospitals	486 8 11	371 9 1	November	15,772 13 4	2,755 13 2
Mines	533 6 0	241 0 6	December	12,275 12 9	3,704 0 4
Museum, Dominion	1,058 9 8	49 0 0	1925—January	9,818 6 8	1,907 7 1
National Provident Fund	458 19 10	107 18 11	February	13,939 9 0	3,626 9 9
Native	$533 \ 15 \ 3$	388 3 2	March	19,873 17 11	4,109 13 3
Native Trust Office	244 14 3	61 2 8		\ <u>-</u>	
N.Z. Naval Adviser	$456 \ 3 \ 5$	251 10 10	Totals	184,772 14 9	35,529 13 7
N.Z. Meat Produce Board	14 19 6	22 1 1		,	

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1924, TO 31ST MARCH, 1925.

		Descript	ion.			Sheets.	Stamps.	Value.
								£ s. d.
Postage						600,818	126,335,650	836,546 12 0
Postal notes						318,172	3,181,720	21,891 3 4
Post-cards			• •			82,500	1,282,500	2,671 1 8
etter-cards						214.251	2,571,016	10,695 0 0
Outy		• •	• •			3,873	458,747	1,020,452 0 0
Vrappers			• •			45,562	364,496	910 6 0
Railways						4,100	492,000	1,700 0 0
ost-cards						-,	266,446	Overprinted to co
etter-cards			• • •			• •	130.666	form with reduce
Vrappers	• •		• • • • • • • • • • • • • • • • • • • •				77,330	postal rates.
$_{ m mpressed}$	••	••				••	4,541,013	43,205 9 4
						1,269,276	139,701,584	1,938,071 12 4

Approximate Cost of Puper.—Preparation, not given; printing (475 copies), £7 17s. 6d.