

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.





RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED 31ST MARCH, 1925.

—	Printing.		Stationery.		—	Printing.		Stationery.	
	£	s. d.	£	s. d.		£	s. d.	£	s. d.
Advertising Office ..	27	5 0	1	6 5	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
Bankruptcy .. ..	159	7 10	132	14 10	Post and Telegraph, Head Office	8,238	13 0	75	18 6
British Empire Exhibition	3,680	1 3	..	..	Post and Telegraph Stores	20,927	1 5	843	9 8
Census and Statistics ..	7,408	19 3	162	9 11	Prime Minister's Office ..	192	9 0	100	17 6
Cook Islands Administration	41	18 9	102	5 0	Prisons .. ..	479	18 3	454	5 7
Crown Law Office .. ..	113	15 0	98	4 9	Public Service Commissioner	147	3 5	86	10 10
Customs .. ..	563	15 2	838	14 0	<i>Public Service Official Circular</i>	53	17 5	..	..
Defence .. ..	4,759	19 4	1,718	6 11	Public Service Superannuation Board	144	6 6	19	3 3
Dominion Laboratory ..	164	11 4	44	12 11	Public Trust Office ..	4,138	0 5	691	5 3
Education—	..	..	..	..	Public Works .. ..	4,101	1 7	5,528	16 5
Head Office .. ..	4,579	5 7	1,586	10 0	Railways—	..	..	..	..
Examination Branch ..	619	5 8	43	17 5	Head Office .. ..	2,080	19 10	95	14 4
<i>School Journal</i> .. ..	5,461	13 2	..	..	Accountant .. ..	23	15 0	12	2 2
Teachers' Superannuation Fund	132	7 3	1	9 6	Chief Engineer .. ..	0	4 6	31	4 11
Electoral .. ..	2,387	1 1	207	14 2	District Traffic Manager	470	0 0	..	..
External Affairs .. ..	426	0 10	94	10 10	Day tickets .. ..	985	9 2	..	..
Friendly Societies .. ..	43	1 0	2	0 9	Mechanical Engineer ..	24	9 6	0	4 0
<i>Gazette</i> .. ..	7,124	5 8	3	1 5	Stationery Clerk .. ..	21,989	0 11	664	8 2
Geological Survey .. ..	496	13 6	24	2 8	Stores Manager .. ..	..	..	94	0 11
Government Accident Insurance	154	17 9	..	..	Stores, Petone .. ..	8	1 6	283	12 9
Government House .. ..	263	13 11	39	1 0	Ticket Printer .. ..	2,007	14 9	..	..
Government Life Insurance	2,117	7 6	383	8 6	Time-table .. ..	1,662	2 6	..	..
Health .. ..	2,589	10 9	1,063	10 9	Advertising .. ..	3	8 6	..	..
Hector Observatory .. ..	42	14 0	8	5 7	Registrar-General .. ..	829	6 3	277	11 11
House of Representatives—	..	..	..	..	Repatriation .. ..	2	10 0	2	9 9
Appendices to the Journals	7,915	11 0	..	..	Samoa Administration ..	353	5 7	487	10 0
Bills .. ..	2,125	9 3	..	..	Stamp Duties .. ..	1,470	9 5	639	18 10
<i>Hansard</i> .. ..	7,004	18 9	..	..	State Advances .. ..	1,289	1 6	372	9 7
Journals .. ..	238	15 0	..	..	State Coal—	..	..	..	..
Miscellaneous .. ..	..	..	348	14 8	Head Office .. ..	6	12 6	..	..
Order Paper .. ..	934	19 11	..	..	Christchurch Depot ..	5	14 2	9	16 4
Statutes .. ..	2,233	12 7	..	..	Greymouth Depot .. ..	99	9 1	46	8 9
Head Office .. ..	1,513	12 6	..	..	Wanganui Depot .. ..	13	16 8	3	17 10
Immigration .. ..	166	8 6	59	9 8	Wellington Depot ..	21	0 6	21	8 11
Industries and Commerce	78	6 3	114	5 6	State Forest Services ..	1,174	10 9	583	4 5
Internal Affairs .. ..	5,907	2 10	932	19 3	State Fire Insurance ..	1,220	16 3	680	13 0
Internal Affairs, Minister's Office	244	2 0	443	16 3	Stores Control Board ..	53	8 6	65	1 10
<i>Journal of Agriculture</i> ..	2,564	13 8	..	..	Surveyors' Board .. ..	49	18 6	1	4 3
Justice .. ..	1,540	2 9	2,626	14 8	Tourist .. ..	1,211	2 11	236	19 9
<i>Kahiti</i> .. ..	1,444	3 0	..	..	Treasury .. ..	3,505	2 1	446	0 5
Labour .. ..	2,330	17 9	652	13 6	Valuation .. ..	626	1 9	460	8 2
Lands and Deeds .. ..	1,417	1 10	788	19 1	Totals .. ..	184,772	14 9	35,529	13 7
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					
Legislative Council	116	6 4	..	..					
Journals .. ..	48	6 2	..	..					
Miscellaneous .. ..	..	..	88	15 10					
Order Paper .. ..	130	15 8	..	..					
Maori Ethnological Research Board	6	17 6	33	1 3					
Marine .. ..	2,316	12 2	506	13 0					
Mental Hospitals .. ..	486	8 11	371	9 1					
Mines .. ..	533	6 0	241	0 6					
Museum, Dominion .. ..	1,058	9 8	49	0 0					
National Provident Fund	458	19 10	107	18 11					
Native .. ..	533	15 3	388	3 2					
Native Trust Office .. ..	244	14 3	61	2 8					
N.Z. Naval Adviser .. ..	456	3 5	251	10 10					
N.Z. Meat Produce Board	14	19 6	22	1 1					

SUMMARY.

1924—April .. ..	11,868	12 7	1,238	17 0
May .. ..	15,624	13 2	3,162	3 11
June .. ..	13,716	10 5	2,593	12 2
July .. ..	18,200	15 4	3,124	8 5
August .. ..	17,623	11 6	4,171	6 4
September .. ..	16,847	11 4	2,817	12 3
October .. ..	19,211	0 9	2,318	9 11
November .. ..	15,772	13 4	2,755	13 2
December .. ..	12,275	12 9	3,704	0 4
1925—January .. ..	9,818	6 8	1,907	7 1
February .. ..	13,939	9 0	3,626	9 9
March .. ..	19,873	17 11	4,109	13 3
Totals .. ..	184,772	14 9	35,529	13 7

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

Description.	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 3
Letter-cards .. ..	214,251	2,571,016	10,695	0 0
Duty .. ..	3,873	453,747	1,020,452	0 0
Wrappers .. ..	45,562	364,496	910	6 0
Railways .. ..	4,100	492,000	1,700	0 0
Post-cards .. ..	..	266,446	..	..
Letter-cards .. ..	..	130,666	..	..
Wrappers .. ..	..	77,330	..	..
Impressed .. ..	..	4,541,013	43,205	9 4
	1,269,276	139,701,584	1,938,071	12 4

Overprinted to conform with reduced postal rates.

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