

1928.

NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1928.

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

SIR,—

Printing and Stationery Department, Wellington, 8th August, 1928.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1928.

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

Gazette.—The number printed of each issue was 1,120, the number of subscribers 557, and the amount received from subscribers and sales £2,969.

Hansard.—The number printed of each issue for session 1927 was 6,800, the number of subscribers 146, and the amount received from subscribers and sales £192.

Stamp-printing.—Stamps to the value of £5,572,405, postal notes to the value of £21,581, and Post Office investment certificates to the value of £4,721,900 were printed.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 42,429, of which 2,031 were nickel-plated, the weight being 24,597 lb. The number of electrotypes was 916, and the weight 3,491 lb.

Rubber Stamps.—The number of rubber stamps made was 1,132.

Railway Tickets.—6,796,519 railway tickets were printed, the largest number (1,355,718) being printed in October.

Work of the Year.—The various branches of the Department have been kept fairly busy throughout the year, but there has not been the same necessity to work overtime in order to keep pace with requirements. The installation of modern machinery has contributed in no small measure to the reduction in the amount of overtime as compared with previous years.

The volume of work in the Photo-litho and Process Engraving Branch has been maintained. The branch dealt with 54 maps of survey districts, boroughs, and town districts, 117 sale plans and posters, 5 large county maps, 324 miscellaneous maps, plans, cheque forms, debenture forms, letter headings, and diagrams. 3,000 process blocks were made, in addition to a number of bromide prints, enlargements, lantern-slides, and transparencies.

The Stationery Office dealt with 12,215 requisitions for stationery, the total sales amounting to £35,737. These requisitions comprised 129,848 items, and, in addition to parcels, 2,429 cases of stationery were despatched. Cash orders numbered 7,648. In addition, 153 typewriters, of the value of £2,435, were issued to Government Departments.

Paper.—Stocks throughout the year have been kept up to the required standard, and prices for the main supply of paper have been satisfactory. The issues for the year amounted to £45,546, comprising 80,000 packages of paper and boards, and 14,000,000 envelopes.

Machinery.—During the year several old machines have been disposed of at satisfactory prices and more up-to-date machinery installed. An offset machine, which will enable this Department to carry out all classes of colour work and to undertake special work in connection with publicity publications, has been ordered.

Buildings and Accommodation.—The natural lighting of the composing-rooms in the old portion of the building has been greatly improved. The necessary alterations to the windows were carried out by the Public Works Department without any inconvenience to the work of the Composing Branch.

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, 1928.

<i>Receipts.</i>		£	s.	d.	<i>Payments.</i>		£	s.	d.
To Sundry debtors		250,812	12	3	By Salaries		92,566	14	3
Publications and publishing		2,893	0	6	Wages		36,172	11	6
Sales—	£ s. d.				Overtime		2,289	14	3
Paper	19 5 8				Purchases paper, stationery, &c.		59,105	18	1
Binding-materials	2 13 0				Purchases stores		5,478	1	6
Stationery	5 3 0				Freight, insurance, &c.		9,538	12	2
Second-hand typewriters	4 16 0				Machinery (new, and repairs to)		8,516	4	3
Motor-van	415 0 0				Type		554	12	3
Waste products	38 10 9				Monotype extras		548	6	0
		485	8	5	Monotype metal		337	18	6
Refunds—					Fuel, gas, power, light, and water		2,819	15	2
Overcharge freight	66 11 1				Medical services		167	9	11
Salaries and wages	67 14 9				Office equipment		71	1	0
Postages	63 1 5				Postages and telegrams		1,679	7	1
		197	7	3	Telephone services		133	0	3
Insurance on goods lost on s.s. "Northumberland"		716	10	10	Window-cleaning and rubbish-removal		234	14	7
					Proportion of rent, &c., High Commissioner's Office		360	0	0
					Motor-vehicle (running-expenses)		75	1	1
					Wages—Charwomen, watchmen, &c.		2,164	10	4
					Audit fee		50	0	0
					Contingencies		3	13	0
					Repairs to buildings (including new roof)		1,031	11	6
					Compensation for damage in collision		45	0	0
					Compassionate allowances to widows of deceased officers		370	0	0
					Grant equivalent to leave due		52	0	4
					Grant in lieu of cost of removal and travelling-expenses		195	16	4
					Change-over of electrical installation		1,919	0	0
					Public Works expenditure on buildings and plant—	£ s. d.			
					Electrical change-over	438 0 6			
					Installation of fire-alarm	75 10 0			
					New windows in composing-rooms	803 14 1			
							1,317	4	1
					Refunds to Departments for publications sold		9,650	13	11
					Balance to Treasury Adjustment Account		17,746	7	11
		£255,104	19	3			£255,104	19	3

TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1928.

<i>Dr.</i>		£	s.	d.	£	s.	d.	<i>Cr.</i>		£	s.	d.
To Paper and materials—					By Sales—							
Stock at beginning	28,677	0	7		Manufacturing		200,251	11	7			
Add purchases	43,784	4	2		Less work in progress, 31st March, 1927		4,149	5	8			
	72,461	4	9							196,102	5	11
Less stock on hand, 31st March, 1928	28,719	8	7	43,741	16	2				13,460	5	10
										209,562	11	9
Stationery—					Stationery and publications		35,767	12	8			
Stock at beginning	16,909	18	3		Typewriters		2,435	9	6			
Add purchases	25,621	1	3							247,765	13	11
	42,530	19	6		Discounts received		245	6	10			
Less stock on hand 31st March, 1928	15,106	17	5	27,424	2	1						
Typewriters—												
Stock at beginning	2,446	1	4									
Add purchases	1,293	8	10									
	3,739	10	2									
Less stock on hand, 31st March, 1928	1,459	14	0	2,279	16	2						
Wages (productive)	87,229	5	10									
Wages (establishment)	29,215	2	10									
Wages (Stationery Office)	5,495	5	9									
Freight (inward)	7,714	14	2									
Lighting (proportion)	318	5	10									
Power	837	4	3									
Fuel	1,048	2	4									
Water	181	8	0									
				132,339	9	0						
Balance transferred to Profit and Loss Account				42,225	17	4						
				£248,011	0	9				£248,011	0	9

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1928.

<i>Dr.</i>	£	s.	d.	<i>Cr.</i>	£	s.	d.
To Office salaries	6,351	13	0	By Balance transferred from Trading Account ..	42,225	17	4
Repairs and alterations to buildings and plant	1,454	17	9	Storing and handling stationery, &c., for other			
Postages and telegrams	1,521	13	9	Government Departments	651	19	2
Freight (outward)	1,753	11	0	Commission on sales of publications	2,835	18	10
Insurance	230	10	10	Rent receivable	331	0	0
Exchange	5	0	7	Interest receivable	61	14	1
Discounts allowed	66	6	4				
Telephones (rental)	132	7	0				
Medical services	222	6	5				
Lighting (proportion)	40	0	0				
Proportion of rent, &c., High Commissioner's Office	360	0	0				
Office expenses	500	10	1				
Audit fee	50	0	0				
Wages—Charwomen and watchmen	2,308	6	10				
Interest on capital	10,151	15	3				
Depreciation	7,868	8	10				
Compassionate allowances to widows of deceased officers	370	0	0				
Grant in lieu of leave of absence to widow of deceased officer	35	5	0				
Compensation for damage in collision with Department's motor-van	45	0	0				
Loss on window-sashes	1	10	0				
Balance carried down	12,637	5	9				
	<u>£46,106</u>	<u>9</u>	<u>5</u>		<u>£46,106</u>	<u>9</u>	<u>5</u>

By Balance brought down £12,637 6 9

NOTE.—Interest at the rate of 4½ per cent. has been charged on capital for which the Department has no parliamentary appropriation.

BALANCE-SHEET AS AT 31ST MARCH, 1928.

<i>Liabilities.</i>	£	s.	d.	<i>Assets.</i>	£	s.	d.
Capital Account	225,594	15	5	Buildings	43,856	9	1
Sundry creditors	6,927	0	8	Land	60,600	0	0
Wages accrued	2,805	8	9	Plant and machinery—	£	s.	d.
Bad Debts Reserve	197	15	9	Composing plant	630	9	4
Depreciation Reserve	25,514	18	3	Monotype plant	8,692	15	2
Writing-off Suspense Account	22	5	10	Addressograph plant	569	15	0
Balance, Profit and Loss Account	12,637	6	9	Printing plant	22,391	16	1
				Binding plant	12,032	16	2
				Litho plant	2,069	18	2
				Photo plant	1,642	12	4
				Stereotype plant	1,819	14	6
				Engine-room plant	1,595	18	3
				Miscellaneous plant	4,146	8	4
					<u>55,692</u>	<u>3</u>	<u>4</u>
				Furniture, fittings, and office equip-			
				ment	2,138	12	9
				Type	8,529	15	9
				Accessories—			
				Composing Branch	3,390	0	4
				Addressograph Branch	48	0	0
				Printing and Binding Branches	953	13	4
				Litho and Photo Branches	253	13	3
				Stereotype Branch	15	0	0
				Engine-room	29	6	3
				Paper-store	62	11	1
					<u>4,752</u>	<u>4</u>	<u>3</u>
				Treasury Adjustment Account	7,539	12	0
				Sundry debtors	28,815	10	8
				Stock Suspense Account	0	3	11
				Payments in advance	4	8	10
				Work in progress	13,460	5	10
				Old stores for disposal	24	5	0
				Stock on hand	45,286	0	0
					<u>£273,699</u>	<u>11</u>	<u>5</u>
					<u>£273,699</u>	<u>11</u>	<u>5</u>

The following charge is included for which the Department possesses no parliamentary appropriation: Public Works overhead cost, £52.

E. V. PAUL, Accountant.

I hereby certify that the Receipts and Payments, Trading and Profit and Loss Accounts, 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, subject to the above departmental notes.—G. F. C. CAMPBELL, Controller and Auditor-General.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1928.

Office or Department.	Value of Printing.		Value of Stationery.		Office or Department.	Value of Printing.		Value of Stationery.	
	£	s. d.	£	s. d.		£	s. d.	£	s. d.
Advertising	30	6 3	17	6 3	Museum, Dominion ..	560	0 11	37	6 3
Agriculture—					National Provident Fund ..	397	9 5	141	15 5
Head Office	2,718	3 10	1,533	2 3	Native, Head Office ..	583	8 9	496	8 2
<i>Journal</i>	2,286	6 0	Native Trustee	116	12 11	66	6 2
Audit	214	1 9	274	5 11	Naval Defence	304	3 2	657	11 2
Bankruptcy	133	15 10	167	1 9	Patents	1,183	4 0	87	9 7
Board of Maori Arts ..	5	5 5	Pensions	1,469	4 9	700	10 7
Census and Statistics ..	8,982	5 11	240	8 0	Police	2,729	17 10	1,924	0 3
Cook Islands	117	2 10	119	12 11	Post and Telegraph—				
Crown Law	103	13 6	134	1 8	Head Office	19,169	4 2	97	13 3
Customs	1,001	16 2	884	11 2	Stores	2,503	9 0	658	13 4
Defence	5,364	5 7	585	10 3	Stores Division	19,592	16 6	466	3 7
Dominion Laboratory ..	125	16 10	114	19 5	Prime Minister's Office ..	229	1 0	177	8 10
Dominion Observatory ..	33	19 9	26	17 9	Prisons	391	15 10	556	4 11
Education—					Public Service Commis- sioner	83	4 7	105	1 4
Head Office	6,042	6 8	2,143	0 7	Public Service Superan- nuation	137	14 8	41	1 8
Examinations	1,399	3 1	802	3 10	Public Trust	1,692	14 1	938	10 8
<i>School Journal</i>	6,247	3 0	4	8 8	Public Works	6,292	10 2	4,415	1 10
Teachers' Superannua- tion Fund	88	7 0	9	19 3	Railways—				
Electoral	292	11 0	149	17 1	Head Office	2,824	0 10	130	1 6
External Affairs	2,073	11 8	96	10 1	Accountant	202	9 6	5	16 3
Friendly Societies	75	19 9	Chief Engineer	4	0 0
<i>Gazette</i>	8,973	11 8	Chief Mechanical Engi- neer	4	17 6	0	18 0
Geological Survey	607	18 3	21	5 2	Chief Traffic Manager	0	1 6
Government Actuary ..	67	9 9	22	13 10	Day Tickets	781	16 5
Government Life	1,588	7 8	701	11 9	District Traffic Manager ..	270	0 0	1	5 1
Government House	238	1 5	39	18 3	Stationery Clerk	17,485	4 9	1,259	0 2
Health	1,774	1 2	1,542	9 10	Stores, Petone	3	7 6	307	13 4
House of Representatives—					Ticket-printer	1,604	1 9
Head Office	577	14 6	342	3 10	Time-table	2,505	5 6
Appendix	6,168	12 7	Registrar-General	739	7 8	261	11 4
Bellamy's	53	14 1	Rural Intermediate Credit Board	267	10 8	14	18 8
Bills	1,861	3 3	Samoan Affairs	84	15 7	323	10 9
<i>Hansard</i>	9,587	4 4	0	1 6	Scientific and Industrial Research	762	14 4	209	17 1
Library	451	6 5	23	8 1	Stamp Duties	1,131	13 11	614	17 5
Order Paper	773	16 3	State Advances	1,453	7 5	498	13 4
Journal	345	1 0	State Coal				
Statutes	2,846	16 0	Head Office	34	13 8
Immigration	60	9 1	94	3 3	Christchurch	16	18 0	13	6 3
Meat Producers' Board ..	378	13 2	24	18 1	Greymouth	101	2 10	95	9 10
Industries and Commerce	106	9 8	127	13 9	Wanganui	13	0 6	5	10 9
Internal Affairs—					Wellington Depot	28	4 2	29	9 0
Head Office	3,427	3 1	1,163	15 11	State Fire Insurance	1,178	19 1	680	7 5
Ministers' Offices	236	14 9	545	8 5	State Forest Service	808	15 10	1,059	3 0
Justice	1,904	13 5	2,085	3 6	Stores Control Board	754	2 10	29	2 11
<i>Kahiti</i>	1,752	18 3	Surveyors Board of New Zealand	60	6 10
Labour	1,803	9 11	697	15 9	Tourist	1,053	13 0	345	1 0
Land and Deeds	1,050	17 10	622	2 1	Treasury				
Land and Income	1,749	19 2	601	8 7	Head Office	4,270	17 7	367	16 4
Land for Settlements	1	2 6	Debentures	297	18 3
Lands and Survey	5,851	12 7	5,030	5 6	Valuation	608	6 6	700	12 7
Law Drafting	11	11 6	12	11 2	Totals	191,862	10 1	40,927	9 5
Legislative Council—									
Head Office	108	12 7	83	2 6					
Journal	122	13 4					
Order Paper	145	11 9					
Bills	328	3 0					
Marine	2,109	0 7	380	14 7					
Mental Hospitals	373	17 11	557	14 10					
Mines	304	14 2	376	9 5					

SUMMARY.

1927— April	13,122	11 7	983	19 2	1927—November	19,650	9 1	3,564	5 8
May	17,314	1 3	4,436	5 9	December	10,835	6 6	3,050	9 6
June	12,917	18 5	3,873	9 0	1928—January	11,351	19 5	1,774	6 6
July	16,631	1 6	3,528	4 4	February	15,651	1 2	3,681	8 0
August	14,716	0 11	4,681	9 3	March	29,491	11 2	4,723	14 11
September	17,666	14 5	3,080	19 10	Totals	191,862	10 1	40,927	9 5
October	12,513	14 8	3,548	17 6					

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1927, TO 31ST MARCH, 1928.

Description.	Sheets.	Stamps.	Value.	
			£	s. d.
Postage	905,009	186,607,846	1,217,218	15 6
Postal notes	336,000	3,360,000	21,580	16 4
Post-cards	125,875	1,954,000	4,004	7 6
Letter-cards	225,919	2,623,029	10,857	1 8
Duty	7,715	907,901	4,047,216	0 0
Newspaper-wrappers ..	60,000	480,000	1,199	4 0
Railways	27,000	3,240,000	245,000	0 0
Embossed envelopes ..	223,173	222,913	893	9 2
Impressed	4,803,724	46,016	7 2
Totals	1,910,691	204,199,413	5,593,986	1 4

POST OFFICE INVESTMENT CERTIFICATES PRINTED: Sheets, 5,500; Certificates, 47,400; Value, £4,721,900.

Approximate Cost of Paper.—Preparation, not given; printing (450 copies), £6 2s. 6d.

By Authority: W. A. G. SKINNER, Government Printer, Wellington.—1928.