## 1933. NEW ZEALAND.

# PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1933.

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

Printing and Stationery Department, Wellington, 14th August, 1933.

SIR,-

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1933.

The tables accompanying the report show the nature, extent, and result of the year's working. Gazette.—The number printed of each issue was 850, the number of subscribers 460, and the amount received from subscribers and sales £2,912.

Hansard.—The number printed of each issue for session 1932 was 7,225, the number of subscribers

126, and the amount received from subscribers and sales £192.

Stamp-printing.—Stamps to the value of £5,893,082 and postal notes to the value of £24,829 were printed.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 30,674, of which 1,700 were nickel-plated, the weight being 20,706 lb. The number of electrotypes cast was 30.

Rubber Stamps.—The number of rubber stamps made was 867.

Railway Tickets. -4,201,067 railway tickets were printed, the largest number (517,898) being

printed in November.

Work of the Year.—The turnover shows an increase of approximately £4,800 as compared with that of the previous year. A special feature of the year's working was the printing of the Public Acts of New Zealand (Reprint), 1908-1931.

The Photo-litho and Process Engraving Branch dealt with 56 maps of survey districts; 4 city, borough, and county maps; 56 sale plans and posters; and 369 miscellaneous maps, plans, cheque forms, debenture forms, and diagrams. 1,270 half-tone, line, and three-colour blocks were made, in addition to 225 bromide prints, 84 blue prints, and 97 lantern-slides.

The Stationery Office dealt with 12,703 requisitions for stationery and publications, the total sales amounting to £39,101. These requisitions comprised 114,380 items, and, in addition to parcels, 2,586 cases of stationery were despatched. Cash orders numbered 7,894. In addition, 52 typewriters of the value of £714 were issued.

Paper.—Stocks of paper have been maintained at prices slightly lower than those of the previous year. Prices, however, now appear to be advancing, but under present conditions it is difficult to gauge the future state of the market. Special care was taken throughout the year to preserve economy in the consumption of paper. The issues for the year amounted to £28,355, comprising 52,965 packages of paper and boards and 8,547,000 envelopes.

Machinery.—Two new folding-machines, a type caster, and an index-cutting machine have been installed and are working satisfactorily. Several old machines were disposed of during the year at

very satisfactory prices.

Accommodation .- During the year the old wooden building used as a store was demolished and a new galvanized-iron building with a concrete floor erected for the accommodation of stock. The additional storage space thus provided enables the stock to be handled in a more economical manner.

Finance.—The year's working has resulted in a profit of £10,949 13s. 6d., after allowing for

interest on capital and depreciation.

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., G. H. LONEY, Government Printer.

The Hon. the Minister in Charge.

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1933.

	Receipts.			£	s. d	. :	Payments. £	A.	d.
To Sundry debtors				157,737 1	1 11	l	By Salaries 56,494	3	2
Publications and publish	ng .		٠.	2,643 1					9
Sales—			d.				Allowances to officers performing higher duties 55	4	8
Paper		0 6	3				Overtime 916	1	7
Stationery	• •	2 3				i	Purchases—Paper, stationery, &c 32,209	13	6
Second-hand typewrite	гв	38 10				i	Purchases—Stores, &c 2.761	4	9
Stores	• •	12 10	9				Freight, cartage, insurance, &c 6,539	16	6
Waste products		77 12					Machinery (new, and repairs to) 298	4	3
Machinery		110 15	0				Type, &c 16	0	1
'D 4 1				241 1	7 8	3	Monotype extras 296	19	8
Refunds							Monotype metal 199	9	0
Salaries and wages	• •	67 8				!	Fuel, gas, power, light, and water 1.947	5	5
Exchange	• •	0 12	7			i	Medical services 105		6
Freight	• •	3 12				- 1	Office equipment, &c		6
Postages	• •	39 3	2	***		.		1	
				110 1	7 3	3	Telephone services		6
							Window-cleaning, rubbish removal, &c 57	12	6
						1	Proportion of rent, &c., High Commissioner's	_	
						- 1	Office	0	0
						:	Wages—Charwomen, watchmen, &c 1,776	_	4
						İ	Proportion of cost of messengers' uniforms	_	0
						- 1			0
						- 1	Repairs to premises		
•							Maintenance of fire-alarms		
							Contingencies	19	2
						- 1	Public Works expenditure on buildings, &c.—		
							$\pounds$ s. d. Erection of new bulk store 444 14 8		
							Installation of heating system 158 18 1		
						- 1	603	19	a
							Refund to Departments for publications, &c.,		
							sold 5,741		2
						-	Balance to Treasury Adjustment Account 31,544	11	3
			:	£160,733 17	78	3	£160,733	17	8
			-			- 1			

### TRADING ACCOUNT FOR THE YEAR ENDED 31st MARCH, 1933.

Dr.							Cr.	•				
To Paper and materials—		£	s. d.	£	8.	d.	By Sales—	£	s. d		s.	d.
Stock at beginning	• •		1 9				Manufacturing	127,108	14	2 .		
Add purchases	••	23,797					Less work in progress, 31st March, 1932	6,391	13	D		
Less stock on hand,	31st	51,094	15 4					120,717	1 9	- 2		
March, 1933	• •	22,288	8 7	28,806	6	Q	Add work in progress, 31st March, 1933	7,074				
Stationery-				20,000	v	Ü	Marcn, 1933	1,014	3 10	, -		
Stock at beginning		11,465	16 2					127,791	5 6	)		
Add purchases		17,485	1 2				Stationery	25,594	13 10	)		
		90 050	17 4				Publications	13,506				
Less stock on hand,	31st	28,950	114				Typewriters	714	16			
March, 1933		9,069	9 5				Discounts received			- 167,607 182		
D 111				19,881	7	11					-	_
Publications— Stock at beginning		2 050	1 4									
Add purchases	• •	$3,950 \\ 15,051$	1 4									
Aud purchases	• •	10,001	<del>-</del>									
		19,001	10 5									
Less stock on hand,	31st											
March, 1933	• •	10,187	1 7	0.014		10	I					
Typewriters—				8,814	8	10	] :					
Stock at beginning		47	11 0									
Add purchases		739										
f	01.4	787	3 10									
Less stock on hand, March, 1933	31st	148	7 0									
March, 1933	• • •	140		638	6	10						
Wages (productive)		44,954	18 8	0.70	•	10						
Wages (establishment)		17,007	4 7									
Wages (Stationery Office)		5,291	8 7									
Freight (inward)		4,019	15 4									
Lighting (proportion)		277										
Power,			9 8									
Fuel			4 1									
Water		196	$\hat{6}$									
Balance transferred to Pro				73,032 36,616								
			-			:						_
				£167,789	15	5				£167,789	15	5

#### Profit and Loss Account for the Year ended 31st March, 1933.

Dr.				£	s.	d.	Cr.	£	s.	d.
To Office salaries				4,849		11	By Balance transferred from Trading Account	36,616		
Repairs and alterations to	build	ings and pla		301	0	8	Storing and handling stationery, &c., for other	,		
Postages and telegrams				781	2	4	Government Departments	905	7	8
Freight and cartage (outw	(ard			1,838		5	Commission on sales of publications	1,718		11
Insurance`					13	10	Rent receivable	333		
Exchange				4	10	5				
Discounts allowed				53	3	2				
Telephones (rental)				116	11	0				
Medical services				107	2	3				
Lighting, &c. (proportion)	٠			28	0	0	:			
Proportion of rent, &c.,	High	Commission	er's							
Office				284	0	0				
Office expenses				305	19	7	I			
Sundry trade expenses				330	5	0				
Audit fee				100	0	0	: 			
Wages-Charwomen, water	chmen	, &c.		1,780	10	4				
Interest on capital				8,603	14	5				
Depreciation				9,063	0	0				
Balance carried down				10,949	13	6				
									-	
				£39,574	7	10		£39,574	7	10
								e e	-	مستند در
							By Balance brought down	£ 10,9 <b>49</b>	8. 13	и. 6

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, 1933.

T ' 1	rilities.													
1401							I .	Assets.				£		d.
Capital Account—	£	8.	d.	£	8	d.	Land		2			58,999	0	
Public Works Fund	$112,\tilde{6}11$		2	~	٠.	٠	Buildings		• • •			50,528	5	
Consolidated Fund	78,099		ĩ				Plant and machinery—	• •	£	61	d.	00,020	U	3
Oblisonation 1 und	10,000			190,711	3	3	O		1,054		0			
Creditors—				100,711	J	v	34 7	• •	12,255					
D 4 4 . 1	1,143	5	6					• •	624		õ			
a fa	2,060						Dartan 1 1 1	• •	26,249		-			
Sundry	2,000	•	9	3,203	1.4	11	D: 1: 1	• • •						
Wages accrued				1,767		7		• •	11,975					
DIDI(D	• • •		• •	172		7	Litho plant	• •	3,136		10			
15 1 11 15	• •		• •	67,923	0	ó	Photo plant	• •						
Writing-off Suspense Account	• •		• •	493			Stereotype plant		1,789					
Balance, Profit and Loss Account	• •		• •			6	Engine-room plant	• •	1,564					
Dalance, Front and Loss Account	• • •		• •	10,949	13	O	Miscellaneous plant	• •	9,623	U	U	<b>5</b> 0.000		
							E					70,008	13	2
							Furniture, fittings, and offic	e equip-				0.014	• •	
							ment	• •	• •			2,314		3
							Type	• •				8,787	10	8
							Accessories-							
							Composing Branch		3,578	2	1			
							Monotype Branch		102		3			
							Addressograph Branch		48	0	0			
							Printing Branch		108					
							Binding Branch		763	6				
							Litho Branch		207	9	3			
							Photo Branch		76	12				
							Stereotype Branch		16		11	•		
							Engine-room			13				
							Paper-store		66	17	10			
							_					5,034	19	11
							Payments in advance Debtors—	• •	• •			54	0	0
							Departmental		5,299	7	5			
							O	• •	1,388					
							Sundry	• • •	1,000	10	o	6,688	4	,
							Work in progress Stock—		•••	,		7,074		1 10
							On hand		41,583	2	5			
							On consignment	• •	110					
							on consignment	• •	110			41,693	16	7
							Stock Suspense Account					451		5
							Assets to be written off		• •			491	2	ə 5
							Treasury Adjustment Accou		• •			23,544		7
					_,		11000 and 11000	nt	• •		_	20,0 <del>11</del>	ð	•
				£275,221	11	8					£	275,221	11	8

Note.—Public Works Department administration expenses (£48) are included, for which the Department possesses no parliamentary appropriation.

#### E. V. PAUL, A.R.A.N.Z., 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.—J. H. FOWLER, Deputy Controller and Auditor-General.

Return of Value of Printing and Stationery issued to Departments for the Year ended 31st March, 1933.

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, c
Advertising	21 9 9	2 0	Native Trustee	353 7 2	90 17 i
Agriculture-	1 21 0 0	••	Naval Defence	177 14 6	351 9 1
Head Office	2,107 0 5	1,323 2 7		3 1 3	17 5
Journal	1,412 10 10		ducers' Board	:	
Audit	191 5 9	315 0 2	New Zealand Reparation	64 19 8	73 19
Bankruptey	82 10 1	134 19 0	Estates		
Census and Statistics	4,098 8 4	140 16 0	Patents	767 19 5	46 13
look Islands—			Pensions	1,202 14 11	<b>34</b> 0 12
Head Office	59 16 10	30 15 7	Police	2,397 $1$ $9$	2,925 10
Niue	5 16 4	91 14 7	Post and Telegraph—	*	
Rarotonga	81 2 0	392 6 0	Head Office	12,519 3 7	89 17 1
Crown Law	31 18 2	168 6 2	Stores	3 17 1	57 12
Customs	476 9 1	799 12 11	Stores Division	10,002 8 8	88 13
Defence	632 10 6	551 19 3	Workshops		0.17
Dominion Laboratory	62 13 5	31 16 4	Prime Minister's Office	88 0 0	122 - 9
Dominion Observatory	60 3 9	$9\ 12\ 5$	Prisons	200 9 3	451 - 2
Education—			Public Service Commis-	63 1 11	100 10
Head Office	2,608 12 8	1,564 11 3	sioner		
Examination Branch	899 17 11	8 9 7	Public Service Superannua-	115 18 5	47 4
Teachers' Superannua-	87 17 2	1 11 9	tion		1,498 9
tion Fund			Public Trust		1,498 9
llectoral	56 15 0		Public Works	2,173 4 0	3,944 18
External Affairs		EE 4 @	Railways		
riendly Societies			Head Office	1,425 5 8	215 13
azette	5,994 9 10	0 4 0	Accountant		12 0
eological Survey	2 7 5	29 4 0	Advertising	3 14 5	14 9
overnment Actuary	12 - 9 - 6	15 9 8	Chief Engineer	1 7 11	1 0
overnment House	115 13 4	41 + 2 + 11	Chief Mechanical En-		0 8
overnment Life Insur-	1,388 9 2	371 15 5	gineer		
ance			Day tickets	589 0 0	
lealth	1,402 2 6	767 7 0	District Traffic Manager	1,825 4 10	
louse of Representatives-			Publicity		0 14
Head Office	367 18 8	675 3 9			
Appendices to Journals	3,649 8 7		Road Motor Services	36 4 4	
Bellamy's	23 9 0		Stores-Woburn	6,341 13 11	366 15
Bills	1,848 16 4		Ticket Printer		
Hansard	7,469 2 7	1 13 1	Registrar-General	· ·	207 7
Journals	282 18 6		Rural Intermediate Credit	338 4 8	1 13
Library	180 10 10	$42 \ 1 \ 3$	Board	:	
Ministers' Offices	1		Samoan Affairs	33 8 2	387 10
Order Papers			Scientific and Industrial	1,587   4   4	172 12
Statutes			Research	,	
mmigration	6 9 9	6 14 2	Stamp Duties	683 11 4	492 0
ndustries and Commerce,	1,767 13 9	468 9 7	State Advances	803 4 7	
Tourist, and Publicity	1,707 15 5	100 0 1	State Coal		
nternal Affairs—		!	Head Office	4 17 10	
	549 7 5	651 19 5	Christchurch		11 1
· · · · · · · · · · · · · · · · · ·	336 16 1			54 0 7	40 15
	1,153 6 3	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	Wanganui	0 0 0	3 9
ustice	1 017 10 0	1,177 14 4	Wellington	18 7 11	16 18
abour and and Deeds	406 17 11		State Fire Insurance	1,009 8 4	734 14
	1,188 0 1		State Forest Service	150 6 11	405 3
		2,998 0 0	Stores Control Board	77 15 2	18 10
ands and Survey	18 5 10	44 10 11	Survey Board of New Zea-	11 6 8	0 6
aw Drafting	16 8 10	94 10 11	land	11 0 0	0 0
egislative Council	(9 0 10	166 1 8		251 12 4	148 8
Head Office	43 9 10		Transport	+ شا دوس	140 0
Bills	202 0 2			4,235 2 2	493 12
Order Papers	90 1 5	••		204 6 l	
aori Ethnological Re-	2 15 10	• • •	Debentures	2 12 8	• • •
search Board	1 940 10 5	990 1 4		2,466 15 4	443 7
arine	1,246 12 7	239 1 4	Unemployment Board	2,400 13 4	289 16
ental Hospitals	322 2 6	620 18 5	Valuation	## 1 0	<u>⊿</u> 0∂ 10
ines	412 17 8	224 7 3	Takal.	106 906 11 9	26 978 14
useum, Dominion	37 16 10	43 0 11	Totals	106,896 11 8	50,270 14
ational Provident Fund	201 13 3	125 16 4	ı		
ative	534 1 6	637 19 3			
		Summ			
	4,987 17 7	2,808 7 9	1932-November	9,262 19 9	3,838 6
932—April	7,169 6 8	4,084 9 7	December	10,680 10 7	5,510 1
				4,238 10 3	2,926 13
May	6.590 2 0	1,987 18 3			
May June		1,987 18 3 $2,129 15 11$	February	8,245 18 4	2,642 16
May June July	10,106 3 8	2,129 15 11			2,642 16 3,521 13
May June	10,106 3 8		February	8,245 18 4	

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1932, to 31st March, 1933.

	Description.			Sheets.	Stamps.	Value.				
						£ s. d.				
Postage		 		750,118	169,394,860	901,209 14 2				
Postal notes		 		272,787	2,727,870	24,828 19 11				
Post-cards		 		110,750	1,772,000	3,815 8 5				
etter-cards		 		132,000	1,281,500	5,900 8 5				
Outv		 		8,262	1,293,038	2,760,910 0 0				
nemployment-relief		 		37,000	8,845,440	2,176,979 0 0				
ewspaper-wrappers		 • •		15,000	120,000	380 18 6				
Embossed envelopes		 		20,026	19,950	332 10 0				
Embossed envelopes revised postal rates	(overprint			••	511,419					
mpressed	•	 			4,437,437	43,554 9 0				
Totals		 		1,345,943	190,403,514	5,917,911 8 5				

POST OFFICE INVESTMENT CERTIFICATES PRINTED: Sheets, 3,721; certificates, 31,907; value, £1,136,777.

Approximate Cost of Paper.-Preparation, not given; printing (400 copies), £5 10s.