

1888.  
NEW ZEALAND.

# PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT ON).

*Presented to both Houses of the General Assembly by Command of His Excellency.*

SIR,—  
Printing and Stationery Department,  
Wellington, 15th June, 1888.

I have the honour to submit my annual report on the operations of the Printing and Stationery Department for the year 1887.

## NEW PRINTING OFFICE.

It was hoped that the new Printing Office would have been ready for occupation before the commencement of the present session, but the erection of the engines and boilers, and of the necessary fittings for the various rooms, have taken longer than was anticipated. I expect, however, to be able to move in during the month of July. Even had the fittings and engines been ready earlier, the building would scarcely have been in a fit condition to occupy, as the walls in several of the rooms are still very damp. Some of the machinery has been removed, however, and the machine-room partially occupied. The building is admirably designed for the purpose required, is well lighted and ventilated, and is heated by Asbury's hot-air process, which secures an even temperature of about 60° in every room. The electric-light plant has been procured and erected under the advice and superintendence of Dr. Lemon, and will be ready for testing in a few days. The pendants are connected with the leads by hooks and eyes, and are consequently portable, and can readily be moved from one room to another if desired. The illuminative power of each lamp is 16-candle, and provision is made for 260 lamps being used throughout the building. The new engines and boilers were manufactured by Messrs. Cable and Co., of Wellington, and, after undergoing the usual tests, have proved to be in every respect suitable to the requirements of the department, and both in design and construction are alike creditable to the firm who supplied them.

The danger from fire is provided against by the adoption of Asbury's heating process, which obviates the necessity for open fireplaces, and by the use of electricity instead of gas for lighting purposes. Water-pipes are to be laid on to each flat, provided with sufficient hose to reach the whole of the rooms. Further safeguards are also provided against the spread of fire by placing the approaches to each flat in the courtyard by means of circular iron stairs, and also by placing the lifts (which, in the recent Post Office catastrophe, served as funnels for drawing up the flames) outside the walls of the building.

It is now over twenty-three years since the department occupied the present site, and to meet its growing requirements during that period no less than nine additions and alterations have been made to the premises. The inconveniences and discomforts so long experienced by the members of the staff will render the removal to the new building a most gratifying event; and I venture to hope that the improved facilities and conditions under which the work of the department will be conducted will have the effect not only of increasing the productive power of the establishment, but of materially lessening its cost.

## ANNUAL RETURNS.

The balance-sheet appended to this report shows that work to the value of £27,393 18s. 10d. was executed during the year. This result affords some idea of the extensive operations carried on within the department. The cash receipts from *Gazette* advertisements

and sale of official publications show a very satisfactory increase, amounting to £2,697 12s., as compared with £1,576 18s. 5d. for the previous year.

The value of articles made or repairs effected by the office engineer, in addition to his other duties, are valued at £155 3s. 6d. This embraces work done for other departments, such as repairing copying-presses, mending date-stampers, and sundry other jobs, which would cost a considerable sum if given out. The stereotyper also contributes his quota in the shape of rubber-stamps, electros, &c., manufactured for other departments, amounting in value to £113 11s. 6d. This work is in addition to his ordinary departmental duties.

The value of the stock and buildings on the 31st December last, after making the usual allowance for depreciation, was £15,537 4s. 3d. Under the head of "Working Expenses," the cost of fuel and gas amounts to £603 7s. 4d. I am in hopes that this amount will be sensibly diminished by the use of steam and electricity for heating and lighting purposes in the new office. The return showing the value of paper, envelopes, and parchment used in the department amounted to £5,743 5s. 3d. The upward tendency of the paper market in England will probably cause this item to assume larger proportions in my next annual statement, unless an appreciable reduction is made in the number of copies now printed of parliamentary papers, Bills, *Gazettes*, &c., and the free issue curtailed. It is noteworthy that the much larger Colony of Victoria issues, as a rule, less than half the number usually printed in this colony.

The return of the number of employés during each month of the year shows an average per month of 145. The highest number employed was 161, and the lowest 129.

The number of vouchers for printing and advertising examined during the year in the Accountant's office was 3,962; the deductions made therefrom, £289 17s. 5d.; and the total amount passed for payment, £14,578 12s. 2d.

#### STEREOTYPE BRANCH.

The number of stereotype plates cast last year was 1,722; of electrotypes, 1,355; and 90lb. of leads of various sizes were cast for office use. The number of rubber-stamps manufactured for Government departments was 341.

Among the electrotypes are included one plate of Samoan postage-stamps; also two plates of New Zealand postage-stamps, each containing 240 stamps; and one plate of post-cards.

The railway-ticket printing executed by this branch during the year was as follows: Railway tickets, 2,422,345; season tickets, 12,642; flag-station tickets, 335,600; luggage tickets, 69,450; parcels tickets, 41,050; weighbridge tickets, 22,800. The printing of the railway tickets required 12,263 separate alterations, being an average of one alteration to every 197 tickets.

#### STATIONERY STORE.

The number of requisitions received and complied with during the nine months ending the 31st December last was 13,265, or at the rate of 45 per day. The number of separate items in the requisitions was 61,042. The quantity of waste-paper shipped was 44 tons, representing in value £110, which was sold to the local paper-mills.

I have, &c.,

GEO. DIDSBURY,  
Government Printer and Stores Manager.

The Hon. the Colonial Secretary.

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## No. 1.

PROFIT AND LOSS ACCOUNT OF THE GOVERNMENT PRINTING OFFICE FOR THE  
YEAR ENDING 31st DECEMBER, 1887.

## 1.—THE COLONY OF NEW ZEALAND ON ACCOUNT OF THE GOVERNMENT PRINTING OFFICE.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Value of work done .. ..	27,393	18	10	By Value of stock, &c., 31st Dec., 1887 ..	15,537	4	3
Cash received, viz. :—				Cash paid for wages and overtime ..	17,228	1	6
Advertisements .. ..	355	7	11	Working expenses .. ..	887	14	7
Gazette subscriptions .. ..	65	11	0	Ground-rent .. ..	165	0	0
Official publications .. ..	2,121	9	4	Interest on plant and buildings ..	776	17	3
Miscellaneous .. ..	319	4	9	Value of materials used .. ..	488	17	0
Land Transfer and gold-mining adver- tisements .. ..	155	3	6	Profit and loss .. ..	10,330	16	9
Value of articles made, repairs, &c., by office engineer .. ..	129	17	6				
Value of rubber-stamps, electros, &c., for other departments .. ..	113	11	6				
Balance .. ..	14,760	7	0				
	<u>£45,414</u>	<u>11</u>	<u>4</u>		<u>£45,414</u>	<u>11</u>	<u>4</u>

## 2.—STOCK AND BUILDINGS ACCOUNT.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Value of stock and buildings, 31st December, 1886 .. ..	12,124	12	11	By Value of stock and buildings, 31st December, 1887 .. ..	14,760	7	0
Additions during year .. ..	3,412	11	4	Depreciation carried to Profit and Loss	776	17	3
	<u>£15,537</u>	<u>4</u>	<u>3</u>		<u>£15,537</u>	<u>4</u>	<u>3</u>
Value of stock &c., brought down ..	14,760	7	0				

## 3.—SALARIES ACCOUNT.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Wages—permanent hands .. ..	6,471	14	10	By Transfer to Profit and Loss Account ..	17,228	1	6
„ extra hands .. ..	9,494	1	11				
Overtime .. ..	1,170	18	1				
Moiety of night-watchman's salary ..	91	6	8				
	<u>£17,228</u>	<u>1</u>	<u>6</u>		<u>£17,228</u>	<u>1</u>	<u>6</u>

## 4.—WORKING EXPENSES ACCOUNT.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Fuel .. ..	86	19	1	By Transfer to Profit and Loss Account ..	887	14	7
Gas .. ..	566	8	3				
Miscellaneous .. ..	284	7	3				
	<u>£887</u>	<u>14</u>	<u>7</u>		<u>£887</u>	<u>14</u>	<u>7</u>

## 5.—PRINTING AND BINDING ACCOUNT.

Dr.	£	s.	d.	Dr.	£	s.	d.
To Value of binding materials, ink, &c., including freight and other charges* ..	488	17	0	By Value of work done and cash received	30,654	4	4
Balance to Profit and Loss Account ..	30,165	7	4				
	<u>£30,654</u>	<u>4</u>	<u>4</u>		<u>£30,654</u>	<u>4</u>	<u>4</u>

Value of paper consumed is not included in this item, nor in contra item, Value of work done.

## 6.—PROFIT AND LOSS ACCOUNT.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Depreciation on stock and buildings ..	776	17	3	By Balance of Printing and Binding Ac- count .. ..	30,165	7	4
Salaries and overtime .. ..	17,228	1	6				
Working expenses .. ..	887	14	7				
Ground-rent .. ..	165	0	0				
Interest on plant and buildings ..	776	17	3				
Profit to credit of colony .. ..	10,330	16	9				
	<u>£30,165</u>	<u>7</u>	<u>4</u>		<u>£30,165</u>	<u>7</u>	<u>4</u>

SAMUEL COSTALL, Accountant.

No. 2.

RETURN of the VALUE of PRINTING and BINDING executed by the GOVERNMENT PRINTING DEPARTMENT during the Year ended 31st December, 1887.

Department.	Printing.				Binding.	Totals.
	Number of Copies.	Number of Pages.	Authors' Corrections.	Value.		
			Hours.	£ s. d.	£ s. d.	£ s. d.
Audit .. .. .	7,780	30	8	16 1 0	20 6 0	36 7 0
Colonial Secretary .. .. .	213,807	321	10	166 7 11	35 15 8	202 3 7
<i>Gazette</i> Branch .. .. .	522,904	1,637	543	2,224 13 10	469 13 6	2,694 7 4
Constabulary .. .. .	115,900	290	1	435 1 6	378 13 11	813 15 5
Customs .. .. .	100,151	98	8	90 5 9	80 6 0	170 11 9
<i>Marine</i> .. .. .	28,039	106	10	56 12 3	14 18 6	71 10 9
Crown Lands .. .. .	104,464	313	5	197 8 0	83 12 8	281 0 8
Crown Law .. .. .	..	..	..	..	7 8 6	7 8 6
Defence .. .. .	219,426	809	179	369 5 9	241 4 3	610 10 0
Education .. .. .	123,367	669	772	305 10 9	116 14 9	422 5 6
General Assembly—						
House of Representatives—						
Order Paper .. .. .	53,100	495	41	337 17 6	21 1 9	358 19 3
Papers and returns .. .. .	299,743	2,757	1,654	3,212 2 5	634 1 4	3,846 3 9
Journals .. .. .	450	179	77	135 12 6	39 8 4	175 0 10
Miscellaneous .. .. .	45,332	152	7	62 10 9	40 6 9	102 17 6
Legislative Council—						
Order Paper .. .. .	38,856	116	8	90 10 6	3 9 0	93 19 6
Journals and Appendix .. .. .	6,056	113	25	77 13 6	37 5 8	114 19 2
Miscellaneous .. .. .	4,847	27	..	10 2 6	10 2 6	20 5 0
Joint Account .. .. .	356,067	369	28	182 18 2	92 4 9	275 2 11
Bills .. .. .	123,461	1,234	2,045	996 7 5	53 1 9	1,049 9 2
<i>Hansard</i> .. .. .	137,500	3,096	2,841	2,737 4 0	513 0 8	3,250 5 2
Statutes .. .. .	30,373	371	..	196 5 0	164 8 5	360 13 5
Geological .. .. .	22,230	563	159	224 6 9	19 8 10	243 15 7
Governor's Establishment .. .. .	3,140	20	1	6 12 6	12 11 0	19 3 6
Insurance .. .. .	206,648	263	90	316 12 6	188 18 6	505 11 0
Justice .. .. .	303,653	149	5	159 16 0	49 15 6	209 11 6
Bankruptcy .. .. .	43,125	31	1	13 7 9	1 9 0	14 16 9
Land Transfer .. .. .	40,094	25	..	36 10 3	50 3 0	86 13 3
Lunatic Asylums and Hospitals .. .. .	93,865	44	..	37 18 6	55 19 6	93 18 0
Mines .. .. .	238,609	819	359	487 19 3	570 18 8	1,058 17 11
Stock Branch .. .. .	49,404	23	2	29 11 3	21 13 0	51 4 3
Miscellaneous .. .. .	45,409	462	131	211 0 0	333 18 6	544 18 6
Native .. .. .	398,732	1,505	604	1,074 18 7	304 1 2	1,378 19 9
Post and Telegraph .. .. .	5,702,426	1,775	384	2,164 19 9	921 10 3	3,086 10 0
Money Order and Savings Bank .. .. .	1,551,766	441	..	520 1 0	183 7 9	703 8 9
Printing and Stationery .. .. .	109,791	113	13	100 4 8	13 0 6	113 5 2
Store Branch .. .. .	52,779	14	..	23 7 6	595 17 1	619 4 7
Prisons .. .. .	5,620	4	..	4 13 3	17 19 3	22 12 6
Property-tax .. .. .	258,066	121	..	100 14 6	80 4 0	180 18 6
Public Trust .. .. .	1,710	25	..	8 5 0	0 19 0	9 4 0
Public Works .. .. .	165,780	371	132	227 17 3	116 13 8	344 10 11
Railways .. .. .	309,227	154	33	147 11 9	463 9 4	611 1 1
Registrar-General .. .. .	180,600	915	255	1,537 0 9	132 6 6	1,669 7 3
Stamp .. .. .	97,850	35	..	49 17 6	10 19 1	60 16 7
Survey .. .. .	32,058	104	10	40 0 9	97 7 10	137 8 7
Treasury .. .. .	781,897	355	30	344 15 3	259 4 8	603 19 11
Registrar, Friendly Societies .. .. .	68,082	128	1	56 3 0	10 1 10	66 4 10
Totals .. .. .	13,804,184	21,641	10,472	19,824 16 9	7,569 2 1	27,393 18 10

No. 3.

RETURN of the NUMBER and CLASSIFICATION of the EMPLOYÉS in the GOVERNMENT PRINTING DEPARTMENT during the Year ended 31st December, 1887.

	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.
Overseers .. .. .	3	3	3	3	3	3	3	3	3	3	3	3
Readers .. .. .	5	5	5	6	5	5	5	3	3	2	5	5
Compositors .. .. .	48	49	49	60	63	64	50	34	35	34	53	53
Machinists, pressmen, paper-wetter, cutters, and engineer	9	9	9	9	9	9	9	9	9	9	9	9
Bookbinders, including one overseer	13	13	12	12	12	13	13	13	14	14	14	14
Females in binding branch .. .. .	19	20	20	21	22	22	22	22	22	22	22	22
Apprentices, machine and errand boys	41	41	40	40	40	40	40	40	39	37	37	37
Assistants .. .. .	5	5	5	5	5	4	4	4	4	4	4	4
Stereotyper .. .. .	1	1	1	1	1	1	1	1	1	1	1	1
Totals .. .. .	144	146	144	157	160	161	147	129	130	126	148	148

## No. 4.

RETURN showing the QUANTITY and VALUE of PAPER, ENVELOPES, &c., issued to the GOVERNMENT PRINTING OFFICE during the Year 1887.

Quantity.	Description.	Amount.	Quantity.	Description.	Amount.
R. q.		£ s. d.	R. q.	Imperial—continued.	£ s. d.
7 5	Hand-made post folio .. ..	10 3 0	53 10	Cartridge, 60lb. .. ..	53 10 0
118 0	Double post folio, cream wove, 48lb.	94 8 0	27 0	Cartridge, double demy, glazed, buff	20 18 6
47 0	Double post folio (money orders), 48lb.	24 1 9	12 10	Double imperial, brown .. ..	16 17 6
61 0	8vo. note, large, 4½lb. .. ..	8 7 9	25 10	Demy blotting-paper .. ..	17 4 3
3 5	4to. letter, large, 10lb. .. ..	0 17 0		Total paper .. ..	5,047 13 10
	Foolscap—			Envelopes—	
9 10	Cream laid, 14½lb. .. ..	3 18 9		Demy, cream wove .. ..	33 18 6
7 0	" 18lb. .. ..	3 6 6	59,000	Foolscap, cream wove .. ..	87 0 6
111 0	" hand-made, 18lb. .. ..	124 17 6	183,200	No. 7, cream laid .. ..	33 2 6
68 10	Buff double .. ..	11 19 6	120,500	Cards—	
3,662 0	Yellow wove double .. ..	1,144 7 6		Double small .. ..	3 7 6
1,917 0	Blue wove double .. ..	958 10 0		" large .. ..	9 4 3
99 0	Coloured double, 26lb. .. ..	44 11 0	10,000	Total envelopes, &c. .. ..	166 13 3
928 10	Cream wove double, 30lb. .. ..	557 2 0	21,300		
	Demy—			Parchment, 146 rolls .. ..	496 8 0
158 7	Coloured .. ..	71 4 6		Pasteboards .. ..	32 10 0
78 5	Blue laid .. ..	46 19 0		Total parchment, &c. .. ..	528 18 0
262 0	Yellow wove double .. ..	144 2 0	8,820	Summary—	
118 10	Hand-made .. ..	159 19 6	6,677	Paper .. ..	5,047 13 10
687 10	Toned double .. ..	429 13 9		Envelopes, &c. .. ..	166 13 3
	Royal—			Parchment, &c. .. ..	528 18 0
1,931 15	Yellow wove, printing .. ..	724 6 6		Total .. ..	5,743 5 3
124 5	Coloured .. ..	52 16 0			
26 0	Hand-made .. ..	61 8 0			
45 10	" superfine .. ..	129 13 1			
1 15	Imitation hand-made superfine .. ..	2 10 8			
19 15	Medium hand-made .. ..	24 18 9			
	Imperial—				
20 15	Hand-made .. ..	79 17 7			
9 0	Imitation hand-made .. ..	25 4 0			

## No. 5.

NUMBER of VOUCHERS examined, the AMOUNT of DEDUCTIONS made, and the TOTAL AMOUNT PASSED for PAYMENT, during 1887.

Period.	Number.	Deductions.	Amount passed.
		£ s. d.	£ s. d.
Examined during the month of January .. ..	337	7 8 0	1,013 9 9
" " February .. ..	297	34 9 0	1,124 8 7
" " March .. ..	333	37 19 3	1,130 5 6
" " April .. ..	417	25 16 3	1,530 2 1
" " May .. ..	343	20 6 6	1,183 9 0
" " June .. ..	277	14 0 5	925 4 5
" " July .. ..	313	16 4 7	804 4 5
" " August .. ..	311	17 11 10	1,013 16 0
" " September .. ..	259	22 3 8	1,388 3 7
" " October .. ..	495	53 6 6	2,227 6 8
" " November .. ..	331	29 10 2	1,407 12 7
" " December .. ..	249	11 1 3	830 9 7
Totals .. ..	3,962	289 17 5	14,578 12 2

## No. 6.

RETURN of the VALUE of PRINTING and BINDING executed at the LYTTTELTON GAOL during the Year ended 31st December, 1887.

Department.	Number of Copies.	Number of Jobs.	Value.
			£ s. d.
Printing and Stationery .. ..	1,090,610	334	467 13 6
Prisons .. ..	66,123	80	98 17 6
Totals .. ..	1,156,733	414	566 11 0

[Approximate Cost of Paper.—Preparation, nil; printing (1,375 copies), £4 13s.].

By Authority: GEORGE DIDSURY, Government Printer, Wellington.—1888.

