

1949  
NEW ZEALAND

# PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1949

*Presented to Both Houses of the General Assembly by Leave*

Printing and Stationery Department,

SIR,—

Wellington, 28th July, 1949.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1949.

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

*Gazette.*—The number printed of each issue was 950, the number of subscribers 590, and the amount received from sales and subscriptions £3,088.

*Hansard.*—The number printed of each issue for session 1948 was 3,800, the number of subscribers 172, and the amount received from sales and subscriptions £197.

*Stamp-printing.*—Stamps to the value of £4,765,739 and postal notes to the poundage value of £44,184 were printed during the year.

*Stereo-plates.*—The number of stereo-plates cast during the year was 53,569, of which 5,207 were nickel-plated, the weight being 37,675 lb. The output over the last six years is shown in the accompanying table :—

NUMBER OF STEREO-PLATES CAST

Year.	Ordinary.	Nickel-plated.	Total.	Weight of Metal.
				lb.
1943-44 .. ..	54,446	1,348	55,794	31,505
1944-45 .. ..	54,238	891	55,129	34,830
1945-46 .. ..	53,241	1,377	54,618	37,021
1946-47 .. ..	48,597	3,163	51,760	32,156
1947-48 .. ..	40,515	3,462	43,977	31,017
1948-49 .. ..	48,362	5,207	53,569	37,675

*Rubber Stamps.*—The number of rubber stamps made was 15,291. The details set out in the table appended show the output of this section over the last six years :—

Year.	Number of Stamps.	Year.	Number of Stamps.
1943-44 .. ..	13,014	1946-47 .. ..	24,567
1944-45 .. ..	13,466	1947-48 .. ..	12,325
1945-46 .. ..	21,507	1948-49 .. ..	15,291

*Railway Tickets.*—The number of tickets printed was 7,179,206, the largest number printed in one month being 703,476 in May, 1948.

*Photo-litho and Process Engraving Branch.*—The output from this branch during the last six years is shown in the table set out below :—

Year.	Number of Maps, Plans, and Diagrams.	Number of Process Blocks.	Number of Multex Plates.
1943-44 .. ..	416	2,701	..
1944-45 .. ..	237	3,111	..
1945-46 .. ..	372	2,649	..
1946-47 .. ..	453	2,433	..
1947-48 .. ..	405	2,903	289
1948-49 .. ..	349	4,692	536

A new service undertaken by this branch during the past two years is the preparation of multex plates for use on multilith and similar machines operated by other Departments. Several of these machines are now installed throughout the Public Service and this aspect of the work of the branch is assuming increased importance. The facilities for speedy reproduction by the photo-lithographic process are being availed of to the greatest possible extent and during the year a number of reprint orders of jobs which would normally have been reprinted by the letterpress process were executed.

*Stationery Office.*—This branch of the Department continues to suffer from lack of sufficient and suitable accommodation, which accentuates the difficulty of retaining staff in the branch. The output continues to grow and the need for further and more congenial accommodation is becoming more pressing. Measures taken during the year have produced some temporary relief, and efforts are now being directed towards the acquisition of a suitable site with a view to the complete removal of this branch from the Department's building. Details of the operations for the year as compared with those of previous years are appended :—

Year.	Number of Requisitions.	Number of Items.	Number of Typewriters Supplied.	Value of Stationery and Publications Supplied.	Value of Typewriters supplied.	Total Value.
				£	£	£
1943-44 .. ..	18,311	133,236	435	122,751	11,157	133,908
1944-45 .. ..	17,542	154,674	361	121,795	9,332	131,127
1945-46 .. ..	17,733	175,105	419	136,059	10,621	146,680
1946-47 .. ..	17,843	180,652	330	143,990	9,190	153,180
1947-48 .. ..	18,332	208,241	538	168,345	17,071	185,416
1948-49 .. ..	20,015	220,706	379	209,472	10,748	220,219

*Paper.*—Prices of paper overseas reached their peak in the early part of 1948, and after a few months of relative stability began to show a slight downward trend in 1949, which is still continuing. The supply position has also eased considerably, and although certain of the finer classes are still difficult to procure, most of the commoner lines of paper are now available for shipment from the United Kingdom within two or three months of ordering. The Department has now reverted to the pre-war practice of calling tenders through the New Zealand representatives of overseas manufacturers for its paper supplies. This enables samples to be inspected and tested before orders are placed and will allow the Department to maintain a stricter control over the quality of stock.

The position with regard to envelopes has also eased somewhat, although local manufacturers are still hard pressed to meet demands. It is only by continuing to import large quantities of envelopes from the United Kingdom that the Department has been able to satisfy requirements.

The total value of issues was £222,525, comprising 132,725 packages of paper (1,441 tons) and 1,210,550 envelopes. In addition, 14,566,200 envelopes were issued through the Stationery and Issuing Offices.

*Machinery.*—In continuance of the process of modernizing the Department's plant by the introduction of the most up-to-date and labour-saving machinery, the following new items of plant were installed during the year: Mann double deny two-colour offset press; Miehle double royal letterpress machine; vertical Miehle letterpress machine; two Furnival guillotines; Intertype composing-machine. Several smaller machines and machine-tools were also added to the Department's plant.

*Buildings.*—Owing to shortages of labour and materials it was not possible to carry out the full programme of repair and renovation work scheduled for the year, but substantial improvements in working-conditions have been effected, and work is proceeding on the two major jobs comprising the installation of modern lighting and ventilating systems. In addition, a considerable amount of painting and renovation is still to be performed as material and labour become available. The installation of a staff cafeteria was completed in March, 1949, and the room is now in full operation and is providing an excellent service, which is greatly appreciated by the staff.

*Staff.*—The improvement in staffing which was noted in the last report has unfortunately not been maintained. The total staff of the Department now numbers 482, as against 502 on 1st April, 1948, and 630 on 1st April, 1939. The Department continues to obtain its quota of tradesmen and female labour under the assisted immigration scheme, but losses through retirements, marriages, or resignations more than offset the gains from this and local sources. The Department is at the present time greatly in need of additional skilled staff, and especially bookbinders, lithographic machinists, female operatives, and apprentices.

*Finance.*—The operations for the year resulted in a turnover of £711,908, which exceeded that of the previous year by £121,885. The profit for the year amounted to £18,381, after providing for interest on capital and depreciation.

I have, &c.,

R. E. OWEN,

Government Printer.

The Hon. the Minister in Charge.

RETURN OF ADHESIVE STAMPS, POSTAL NOTES, ETC., PRINTED FROM 1ST APRIL, 1948,  
TO 31ST MARCH, 1949

Description.	Sheets.	Stamps.	Value.
			£
Postage .. ..	6,749	903,800	6,909
Postal notes .. ..	282,000	2,820,000	44,184*
Post-cards .. ..	129,575	2,069,976	8,625
Letter-cards .. ..	156,250	1,861,450	15,512
Duty .. ..	17,755	2,751,367	2,748,623
Social Security .. ..	53,000	12,437,360	1,963,713
Newspaper wrappers .. ..	103,950	828,352	2,296
Embossed envelopes .. ..	1,858,747	1,848,424	16,311
Railways charges .. ..	10,200	1,200,000	3,750
	2,618,226	26,720,729	£4,809,923

\* Poundage value.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE  
YEAR ENDED 31ST MARCH, 1949

Office or Department.	Value of Printing.	Value of Stationery.	Office or Department.	Value of Printing.	Value of Stationery.
	£	£		£	£
Agriculture .. ..	4,183	5,452	Maori Affairs .. ..	3,154	3,350
Air .. ..	6,102	6,723	Marine .. ..	4,148	1,002
Army .. ..	3,304	5,150	Marketing .. ..	1,081	1,132
Audit .. ..	198	318	Mental Hygiene .. ..	1,658	2,600
Bankruptcy .. ..	..	21	Mines .. ..	1,727	1,286
Census and Statistics	9,071	1,002	Ministry of Works ..	8,872	16,008
Crown Law .. ..	90	153	National Provident Fund ..	774	274
Customs .. ..	5,414	2,382	Navy .. ..	1,888	3,060
Dominion Laboratory ..	64	374	New Zealand Broadcasting Service	2,851	4,142
Dominion Museum ..	15	14	Patents .. ..	3,869	514
Dominion Observatory ..	..	15	Police .. ..	7,822	5,480
Education .. ..	36,138	33,480	Post and Telegraph ..	99,057	3,336
Electoral .. ..	2,183	2,701	Prime Minister's ..	2,272	1,356
External Affairs .. ..	33	1,295	Prisons .. ..	382	633
<i>Gazette</i> .. ..	10,909	..	Public Service Commission ..	1,909	1,232
Government Film Studios	192	329	Public Trust .. ..	4,298	1,459
Government House ..	637	92	Railways .. ..	67,530	5,008
Government Life Insurance ..	2,487	985	Rationing .. ..	1,918	694
Government Superannuation Service	818	344	Registrar-General ..	1,693	618
Health .. ..	12,437	6,934	Rehabilitation .. ..	1,353	2,703
House of Representatives—			Reserve Bank .. ..	814	202
Head Office .. ..	45	696	Scientific and Industrial Research	6,372	4,608
Appendices to Journals	6,764	..	Social Security .. ..	6,916	7,312
Bills .. ..	5,469	..	Stamp Duties .. ..	2,001	788
<i>Hansard</i> .. ..	14,906	..	State Advances .. ..	3,154	4,210
Journals .. ..	517	..	State Coal .. ..	182	1,808
Library .. ..	580	144	State Fire Insurance ..	7,378	4,091
Order Papers .. ..	1,023	..	State Forest Service ..	2,142	5,257
Statutes .. ..	945	..	State Hydro-electric ..	3,673	3,881
Housing Construction ..	3,564	3,924	State Iron and Steel ..	..	5
Industries and Commerce ..	2,254	2,400	Tourist and Health Resorts	5,194	1,482
Internal Affairs .. ..	7,925	4,373	Transport .. ..	2,178	2,236
Island Territories .. ..	2,095	8,023	Treasury .. ..	7,772	1,494
Justice .. ..	3,514	2,629	Valuation .. ..	2,062	1,344
Labour .. ..	10,021	4,101	War Assets Realization Board	250	793
Land and Deeds .. ..	951	498			
Land and Income Tax ..	23,116	7,472			
Lands and Survey .. ..	8,529	8,972			
Law Drafting .. ..	12	54			
Legislative Council ..	1,372	46			
Bills .. ..	617	..			
Journals .. ..	253	..			
Order Papers .. ..	152	..			
			Totals .. ..	457,243	206,494

SUMMARY

—	Printing.	Stationery.	—	Printing.	Stationery.
	£	£		£	£
1948—			1948—		
April .. ..	21,799	7,627	November .. ..	31,132	18,467
May .. ..	40,405	16,991	December .. ..	41,408	13,599
June .. ..	35,264	19,176	1949—		
July .. ..	45,543	21,293	January .. ..	18,281	7,890
August .. ..	46,239	17,405	February .. ..	31,323	11,529
September .. ..	38,760	24,744	March .. ..	70,543	32,172
October .. ..	36,546	15,601			
			Totals .. ..	457,243	206,494

**PRINTING AND STATIONERY DEPARTMENT**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1949**

<i>Receipts</i>		£	<i>Payments</i>		£
Sundry debtors ..	..	714,566	Salaries ..	..	179,863
Publications and publishing ..	..	4,281	Wages ..	..	25,204
Cash sales—	£		Allowances to officers performing higher duties ..	..	836
Second-hand typewriters ..	30		Overtime ..	..	25,077
Surplus furniture, &c. ..	1		Transport expenses, night staff ..	..	801
Waste products ..	28		Purchases—		
		59	Paper, stationery, &c. ..	..	318,726
Cash refunds—			Stores, &c. ..	..	30,555
Salaries and wages ..	..	2,099	Freight, cartage, insurance, &c. ..	..	36,921
Freight ..	383		Machinery, new, and repairs to ..	..	50,457
Overcharges on purchases ..	210		Type metal ..	..	689
Postages ..	31		Type and printing material ..	..	133
Retired cheques, &c. ..	16		Fuel, gas, power, light, and water ..	..	2,902
Jury fees ..	14		Medical services ..	..	18
Primage ..	4		Office equipment, &c. ..	..	625
		2,757	Postages and telegrams ..	..	1,547
			Telephone services ..	..	206
			Window-cleaning, rubbish-removal, &c. ..	..	343
			Proportion of rent, &c., High Commissioner's Office ..	..	560
			Wages : Cleaners, watchmen, &c. ..	..	2,800
			Proportion of cost of messengers' uniforms..	..	31
			Audit fee ..	..	100
			Repairs to premises ..	..	1,916
			Rent of storage space ..	..	2,180
			Maintenance of fire-alarms ..	..	45
			Contingencies ..	..	25
			Payment of monetary equivalent of leave due to deceased officers ..	..	43
			Repairs to typewriters ..	..	13
			Cafeteria equipment and expenses ..	..	802
			Refunds to Departments, &c., for publications, &c., sold ..	..	6,050
			Balance, to Treasury Adjustment Account ..	..	32,095
					<u>£721,663</u>
					<u>£721,663</u>

PRINTING AND STATIONERY DEPARTMENT—*continued*  
 TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1949

<i>Dr.</i>	£	£	( <i>%</i> )	£
Paper and materials—				
Stock at beginning	.. ..	229,706		.. 481,004
Add purchases	.. ..	149,247	.. ..	.. 56,366
				.. 424,638
Less stock on hand, 31st March, 1949	.. ..	170,773		.. 67,051
Stationery—				
Stock at beginning	.. ..	37,532		.. 491,689
Add purchases	.. ..	153,523	.. ..	.. 193,629
				.. 15,842
Less stock on hand, 31st March, 1949	.. ..	191,055	.. ..	.. 10,748
				711,908
				656
Publications—				
Stock at beginning	.. ..	13,295		.. ..
Add purchases	.. ..	8,916		.. ..
				163,462
Less stock on hand, 31st March, 1949	.. ..	27,593		.. ..
Typewriters—				
Stock at beginning	.. ..	13,219		.. ..
Add purchases	.. ..	22,211		.. ..
				8,992
Less stock on hand, 31st March, 1949	.. ..	1,034		.. ..
				9,503
				10,537
Less stock on hand, 31st March, 1949	.. ..	735		.. ..
				9,802
Wages—				
Productive	.. ..	135,520		.. ..
Establishment	.. ..	57,216		.. ..
Stationery Office	.. ..	17,672		.. ..
Freight, inwards	.. ..	21,451		.. ..
Insurance	.. ..	576		.. ..
Lighting : Proportion	.. ..	866		.. ..
Power	.. ..	485		.. ..
Fuel	.. ..	1,151		.. ..
Water	.. ..	147		.. ..
				235,084
Balance, transferred to Profit and Loss Account	.. ..	87,044		.. ..
				£712,564

£712,564

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1949

<i>Dr.</i>	£	<i>Cr.</i>	£
Office salaries .. .. .	17,391	Balance, transferred from Trading Account	87,044
Repairs and alterations to buildings and plant .. .. .	6,256	Storing and handling stationery, &c., for other Government	
Postages and telegrams .. .. .	1,476	Departments .. .. .	2,322
Freight and cartage : Outward .. .. .	5,764	Commission on sales of publications .. .. .	2,028
Discounts allowed .. .. .	146	Rent receivable .. .. .	242
Telephones : Rental .. .. .	207		
Medical services .. .. .	19		
Lighting, &c. : Proportion .. .. .	96		
Proportion of rent, &c., High Commissioner's Office .. .. .	560		
Office expenses .. .. .	601		
Sundry trade expenses .. .. .	1,977		
Audit fee .. .. .	100		
Wages : Cleaners, watchmen, &c. .. .. .	3,202		
Interest on capital .. .. .	19,441		
Depreciation—	£		
Buildings .. .. .	1,052		
Plant and machinery .. .. .	11,428		
Furniture, fittings, and office equipment .. .. .	338		
Type and type metal .. .. .	229		
Accessories .. .. .	186		
	13,233		
Losses on disposal of assets .. .. .	56		
Rent of storage space .. .. .	2,405		
Rent of offices .. .. .	325		
Balance, carried down .. .. .	18,381	Balance, brought down .. .. .	
	<u>£91,636</u>		<u>£91,636</u>
			<u>£18,381</u>

## PRINTING AND STATIONERY DEPARTMENT—continued

BALANCE-SHEET AS AT 31ST MARCH, 1949

Liabilities		£	£	Assets		£
Capital Account—				Land ..	..	54,359
Public Works Fund	..	2,998	..	Buildings ..	..	30,972
Consolidated Fund	..	555,770	..	Plant and machinery—	..	
				Composing plant	..	3,590
Creditors—				Machine composing plant	..	15,828
Departmental ..	..	7,634	..	Addressograph plant	..	392
Sundry ..	..	17,863	..	Printing plant ..	..	27,921
				Binding plant ..	..	21,047
Wages accrued ..	..	25,497	..	Litho plant ..	..	16,249
Bad Debts Reserve	..	6,807	..	Photo plant ..	..	5,366
Writing-off Suspense Account	..	158	..	Stereotype plant	..	957
Deferred Maintenance (Buildings) Account	..	2,032	..	Engine-room plant	..	1,479
Balance, Profit and Loss Account	..	5,500	..	Miscellaneous plant	..	7,646
					..	100,475
				Furniture, fittings, office and cafeteria equipment	..	3,047
				Type and type metal ..	..	14,670
				Accessories—	..	£
				Composing Branch	..	249
				Machine Composing Branch	..	61
				Printing Branch	..	97
				Binding Branch	..	303
				Litho Branch ..	..	78
				Photo Branch..	..	60
				Stereotype Branch	..	8
				Engine-room ..	..	147
				Paper-store ..	..	66
					..	1,069
				Debtors—	..	
				Departmental ..	..	117,538
				Sundry ..	..	2,111
					..	119,649
				Work in progress	..	67,051
				Stock—	£	
				On hand ..	..	212,259
				On consignment	..	61
					..	212,320
				Stock Suspense Account	..	1,385
				Assets to be written off	..	646
				Treasury Adjustment Account	..	11,500
					..	£617,143

G. NORTON, 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 explanatory notes dealing with departmental accounts generally as appearing at commencement of parliamentary return B-1 [Pt. IV] and to the comment that the asset "Type and type metal, £14,670," is not supported by stock-sheets.—  
J. P. RUTHERFORD, Controller and Auditor-General.

*Approximate Cost of Paper.*—Preparation, not given; printing 608 copies), £20.

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By Authority: R. E. OWEN, Government Printer, Wellington.—1949.

*Price 6d.]*

