

1917.
NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31ST MARCH, 1917.

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

SIR,—

Printing and Stationery Department, Wellington, 9th June, 1917.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1917.

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

By the balance-sheet it will be seen that the profits upon the year's transactions have been £6,992 0s. 2d., after allowing for depreciation on plant and buildings (£2,625 0s. 3d.).

Hansard.—The number of copies printed during the session 1916 was 8,250, the number of subscribers 142, and the amount received £31 6s.

Gazette.—The number printed was 1,690, the number of subscribers 195, and the amount received £309 15s. The amount received in payment of advertisements was £631 9s. 3d.

Stamp-printing.—The number of sheets of stamps of various values printed was 1,362,722, the number of stamps 193,723,306, and the value of these stamps £1,892,673 3s. 1d. The number and value include impressed stamps.

Stereo and Electro Plates.—The number of stereo plates cast during the year was 23,491, the weight being 22,915 lb. The number of electrotypes was 5,816, and the weight 1,549 lb.

Railway Tickets.—The number of railway tickets printed was 8,627,548. The largest number was printed in the month of May (1,018,125).

Rubber Stamps.—The number of rubber stamps made was 6,401.

Work of the Branches.—The year has been a very busy one in all branches, and the machine-room is still working two shifts to enable them to keep pace with the rush of work.

Overtime.—Our staff has been considerably drawn upon by ballots and enlistments, which has necessitated the working of a considerable amount of overtime to keep the work under. As the staff is likely to be still further reduced from these causes, it is probable that there will be no alteration in this respect for some time. The work has increased rather than decreased since the outbreak of war, and as a consequence of this and the call upon our men it is necessary to work extra hours. Overtime, however, is being kept down to a minimum.

Military Ballots.—The printing and publishing of the military ballots every four weeks has been a great strain on the establishment, and has necessitated many extra hours being worked by the staff. Each of the last two lists contained from sixty to seventy pages of closely printed matter, and, as over eight thousand copies are struck off, the consumption of paper has been very considerable.

Storage Accommodation.—Since my last report (due to the alterations going on in connection with the new wing) the matter of storage has been giving more trouble than ever; but the alterations now taking place, by which the old machine-room and its basement are to be converted into paper-stores, should, when completed, entirely relieve this unsatisfactory position. When the work is finished our capacity for paper and stationery storage will be greater and more convenient than it has ever been.

Paper and Stationery.—The cost of paper is still advancing, and some lines are 300 per cent. dearer than pre-war prices. The enhanced charges are not the only difficulty: the possibility of a stoppage of supplies has to be faced.

The English Royal Commission on Paper has reduced the allowance of raw products to be imported into Britain to 50 per cent. of that imported for the year 1914, which limits the exports to the same percentage. The shortage of raw materials and the use of the factories for munition purposes must necessarily have an effect upon supplies at this end. The problem of getting ships to carry the goods intensifies the trouble.

Bearing in mind the difficulty of obtaining stocks of paper and stationery, it is necessary that the greatest care be exercised by all Departments in ordering printing and stationery, and the work of each Department should be carefully reviewed by its head, so that there may be no over-ordering. No order should be given for more than twelve months' supplies.

The sizes of forms should be cut down to a minimum consistent with usefulness, which will result in a valuable saving of paper.

Envelopes and paste-boards are more difficult than ever to obtain. Last year the position was bad in this respect, but it is still worse to-day, and is not likely to improve for some time.

The English Royal Commission on Paper made a strong appeal to the public on the question of the necessity for economy in paper, and I quote the last paragraph of their appeal: "The Commission hope that all classes of the community will, *in the national interest*, do whatever may be possible to minimize the grave inconvenience which must follow the necessary interference with the paper trade of the country." Since this appeal was made the position has become still more acute.

Departmental Reports.—The condensation of the departmental reports has resulted in a large saving of paper, and this condensation should continue till the paper market grows easier. Statistical tabulated statements should not be printed with reports unless absolutely necessary.

Accommodation.—The new building is now complete, and when the maximum advantage is taken of the extra accommodation afforded a great improvement will take place by reason of the better facilities available for dealing with the work.

A rearrangement of the office is being carried out so that the best economic use may be made of the extra accommodation. Those branches that are associated are being brought closer to one another, which should result in economy and efficiency. When the work is completed the advantage gained will more than repay the amount expended.

The machine printing-room has long been unfitted for its purpose, and advantage was taken as soon as possible to move the machines to the new building. So that the work of the office need not be interrupted this was effected gradually—only one machine being out of action at a time. Twelve printing-machines have been moved, and have been changed from steam to electric power. This work has been carried out by our own staff of engineers and assistants. Our new machine printing-rooms are well lighted, and the conditions of work ideal; I do not know, and cannot conceive, better machine printing-rooms in the southern hemisphere.

Machinery.—Since my last report a rotary printing-machine has been ordered from Home, which will be far in advance of any machine at present in the Department. It will print from reel or from the flat, and deliver either folded or in flat sheets. It will be a great advantage for printing *Hansard*, Railway Time-table, *Agricultural Journal*, and other publications of which big numbers are run.

Four new monotype casters have been added to our plant, and when set up in their new quarters will be a great acquisition. When these casters are in working-order we should be able to keep pace with demands without the necessity of working two shifts.

A Monometer furnace for melting metal into ingots for the casters and linotypes has also been added to our plant.

The operating-power for the printing machinery has been changed from steam to electricity, and this alteration is being made in all branches of the establishment. Seventeen electric motors were obtained from the Electric Motors (Limited), Manchester, of which thirteen are already working; the balance are being put into operation as the various moves are effected.

We have on order an up-to-date disc ruling-machine and an additional perforator, and these are expected to arrive any day.

Sixteen combined frame and case cabinets were manufactured by the Public Works Department for the jobbing-room during the year. These cabinets (which reflect credit on the Government workshops) are capable of holding nearly a thousand cases, and will, I am confident, prove to be of great value to the Department from the point of view of saving labour.

Further labour-saving machinery should be acquired, though I do not propose to recommend other than urgently needed machinery till the war is closed. The question of new binding machinery must, however, be faced in the near future. It is poor policy to work with antiquated and expensive machinery when up-to-date labour-saving devices can be secured.

The Staff.—Again I have pleasure in testifying to the valuable services rendered by all those in responsible positions in the Department. The staff has had a strenuous year, and has worked exceedingly well.

I have, &c.,

MARCUS F. MARKS,

Government Printer.

Hon. Mr. Russell, Minister in Charge.

PRINTING AND STATIONERY DEPARTMENT.

BALANCE-SHEET AT 31ST MARCH, 1917.

<i>Dr.</i>	<i>Liabilities.</i>	£	s. d.	£	s. d.	<i>Cr.</i>	<i>Assets.</i>	£	s. d.	£	s. d.
To Capital Account		99,263	0 5			By Buildings		38,365	14 9		
Sundry creditors		10,068	2 11			Less depreciation		789	16 3		
Consolidated Fund Account		12,001	16 5							37,575	18 6
				121,332	19 8	Plant—Printing	12,304	2 7			
Profit and Loss Account (balance to credit of)				6,992	0 2	Less depreciation	721	5 6			
										11,582	17 1
						Plant—Binding	3,043	12 8			
						Less depreciation	226	11 6			
										2,817	1 2
						Plant—Lithogra- graphic, &c.	1,698	9 7			
						Less depreciation	126	19 6			
										1,571	10 1
						Plant—Engine-room	775	13 3			
						Less depreciation	77	10 0			
										698	3 3
										16,669	11 7
						Type		8,665	14 0		
						Less depreciation		645	7 6		
										8,020	6 6
						Furniture		515	14 2		
						Less depreciation		37	10 0		
											478 4 2
						Sundry debtors				663	3 9
						Suspense Account				1,430	2 1
						Stock in hand				47,487	13 3
										£128,324	19 10

PROFIT AND LOSS ACCOUNT FOR YEAR ENDED 31ST MARCH, 1917.

<i>Dr.</i>	£	s. d.	£	s. d.	<i>Cr.</i>	£	s. d.	£	s. d.
To Lighting and water	1,058	1 11			By Manufacturing Account	13,718	11 1		
Repairs and maintenance	1,645	15 0			Stationery Trading Account	3,503	16 8		
Salaries	3,384	19 9			Publishing Account	1,132	8 6		
Office expenses	242	0 3						18,354	16 3
Discount	52	0 3							
Freight	768	10 0							
Postages	982	14 6							
Medical expenses	131	18 4							
Insurance	471	15 10							
Depreciation Account	2,625	0 3							
			11,362	16 1					
Balance—Profit for year			6,992	0 2					
			£18,354	16 3				£18,354	16 3

Wellington, 8th June, 1917.

B. B. ALLEN, Accountant.

RETURN OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDING
31st MARCH, 1917.

	Printing.			Stationery.		
	£	s.	d.	£	s.	d.
Advertising Department	46	16	6	17	19	3
Agricultural Department	1,662	10	5	878	14	11
<i>Agricultural Journal</i>	3,665	8	9	0	17	9
Audit Office	108	16	0	64	16	3
Bacteriological Laboratory	2	17	0	24	19	3
Bankruptcy Department	64	17	0	31	16	7
Cambridge Sanatorium	18	16	0	8	14	6
Cook Islands Administration	165	13	6	0	13	9
Crown Law Office	215	9	6	30	16	0
Customs Department	700	15	4	531	1	8
Defence	15,642	0	10	9,295	11	8
" Units	25	9	8
" Discharged Soldiers' Information	92	14	0	56	8	5
" Military Service Boards	31	2	9	91	9	8
" N.Z. Munitions and Supplies	266	9	9	103	8	10
" Recruiting Boards	2,491	17	10	53	19	2
Education—Head Office	1,548	5	7	622	1	10
" Examination Branch	963	18	8	13	16	1
" <i>School Journal</i>	3,149	0	7	0	5	6
" Teachers' Superannuation Fund	44	1	6	1	5	0
Electoral Department	204	1	6	11	19	1
Friendly Societies	143	3	0	0	1	9
<i>Gazette</i>	7,673	17	3	3	0	11
" Extracts	26	14	6
General Accounts for Departments	122	8	0
General Assembly—Bills	497	3	6
" <i>Hansard</i>	3,640	18	0	0	4	0
" Joint Account	909	3	9	65	7	1
" Statutes	1,861	17	0
Geological Survey	422	1	6	12	9	2
Government Accident Insurance	108	0	8
Government Life Insurance	1,224	10	1	206	7	7
Government House	159	12	3	44	0	4
Government Statistician	5,156	14	4	496	11	8
Hector Observatory	5	13	0	16	0	10
Hospitals and Charitable Aid	100	12	6	7	1	8
House of Representatives—Appendix	4,003	4	6
" Journals	209	3	0
" Miscellaneous	234	17	10	83	8	10
" Order Paper	427	13	0
Immigration	3	10	0	10	7	6
Imperial Government Supplies	120	19	0	128	15	9
Internal Affairs	1,154	12	0	586	9	0
" Ministers' Office	265	5	1	216	13	4
Justice	1,072	14	6	860	12	6
<i>Kahiti</i>	1,923	5	3
Labour Department	1,786	9	0	305	1	8
Land and Deeds Department	685	16	9	239	15	10
Land and Income Tax Department	705	5	5	335	0	3
Lands for Settlements	6	11	5	6	13	1
Lands and Survey	3,341	12	4	1,211	12	9
Legislative Council—Journals	85	2	0
" Miscellaneous	14	4	6	0	11	6
" Order Paper	66	11	6
Marine Department	1,291	7	3	183	7	6
Meteorological Department	61	16	0	6	17	3
Mental Hospitals	308	0	5	161	1	2
Mines Department	3344	1	7	101	0	6
Museum Department	131	4	9	30	15	9
National Provident Fund	368	6	10	130	7	9
Native Department	566	15	3	259	0	0
Pensions Department	583	19	3	115	3	6
Patents Department	1,058	19	6	24	14	8
Police Department	2,368	3	3	679	10	0
Post and Telegraph—Head Office	3,726	19	0	50	8	5
" Controller of Stores	15,524	13	9	443	17	8
Prime Ministers' Office	79	6	6	29	8	11

RETURN OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1917—*continued*.

						Printing.	Stationery.
						£ s. d.	£ s. d.
Prisons Department	194 18 0	146 11 11
Public Health Department	890 13 2	242 15 8
Public Service Commissioner	136 16 4	159 1 2
„ Stores Tender Board	74 19 0	0 16 9
„ Superannuation Board	90 6 0	14 15 1
Public Trust Office	2,235 11 10	902 13 7
Public Works Department	1,038 19 2	1,207 18 6
Railways—Head Office	1,063 6 3	18 7 11
„ Accountant	68 13 3	10 3 11
„ Day tickets	769 19 4	..
„ Chief Engineer	1 18 6	0 3 11
„ Mechanical Engineer	37 6 0	..
„ Stationery Clerk	9,236 14 5	91 1 4
„ Stores Manager	2 15 0	..
„ Stores, Petone	26 8 9	16 10 9
„ Ticket-printer	994 10 0	..
„ Time-table	1,444 11 2	..
„ Chief Traffic Manager	177 2 0	..
Registrar-General	755 4 0	155 5 10
Royal Naval Auxiliary Patrol	19 2 0	5 7 10
Stamp Department	489 1 9	356 16 9
State-guaranteed Advances	393 17 7	48 13 4
State Coal—Head Office	9 18 6	1 14 0
„ Christchurch Depot	3 10 0
„ Dunedin	2 0 6
„ Greymouth	35 4 8	11 9 5
„ Wanganui	14 6 3	2 11 0
„ Wellington	16 0 0	32 1 7
State Fire Insurance	504 5 4	295 1 9
Tourist Department	222 4 0	88 5 11
Treasury Department	1,691 14 7	205 2 1
Valuation Department	282 0 6	247 17 4
Totals	118,567 0 1	23,185 4 7

SUMMARY.

1916—April	5,590 3 11	689 18 7
May	10,005 8 4	2,026 0 2
June	9,769 7 0	2,033 15 6
July	9,887 6 7	1,642 7 5
August	10,764 8 0	1,978 13 7
September	10,201 10 4	1,661 4 2
October	9,939 0 6	1,804 1 9
November	8,916 19 9	2,709 1 8
December	9,610 13 8	2,359 5 0
1917—January	7,219 14 9	1,552 2 10
February	10,831 10 1	1,794 15 0
March	15,830 17 2	3,057 0 1
Totals	118,567 0 1	23,308 5 9
Less by Returns-book	123 1 2
						118,567 0 1	23,185 4 7

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1916, TO 31st MARCH, 1917.

Description.	Sheets.	Stamps.	Value.		
			£	s.	d.
Postage	819,215	171,559,584	1,123,693	19	0
Duty	6,706	803,360	614,765	0	0
Railway	3,500	420,000	1,250	0	0
Postal notes	230,370	2,363,700	10,274	14	10½
Letter-cards	167,004	1,503,038	9,230	12	3
Post-cards	72,000	1,152,000	4,727	2	10
Newspaper wrappers	62,927	502,922	1,142	4	0
Embossed envelopes	1,000	1,000	6	4	4½
Impressed stamps	15,417,702	127,583	5	9
Totals	1,362,722	193,723,306	1,892,673	3	1

Approximate Cost of Paper.—Preparation, not given; printing (700 copies), £4 15s.

By Authority : MARCUS F. MARKS, Government Printer, Wellington.—1917.

Price 6d.]