

1920.
NEW ZEALAND

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1920.

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

REPORT.

SIR,—

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1920.

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

Gazette.—The number printed was 1,750, the number of subscribers 190, and the amount received £307 18s.

Hansard.—The number of *Hansards* printed for session 1919 was 7,450, the number of subscribers 117, and the amount received £28 15s.

Stamp-printing.—The number of sheets of stamps of various values printed was 1,181,248, the number of stamps 159,630,239, and the value £7,404,396 17s. In addition war-loan certificates of a value of £197,000 were printed by this branch.

Stereo and Electro Plates. The number of stereo-plates cast during the year was 23,576, the weight being 17,821 lb. The number of electrotypes was 5,288, and the weight 2,316 lb.

Rubber Stamps.—The number of rubber stamps made was 7,877.

Railway Tickets.—9,469,652 railway tickets were printed, the largest number (1,316,375) being printed in December.

Work of the Year.—The work of the Department is growing, and, in order to keep it under, it is still necessary for two shifts to be employed in the Machine Branch. The year has been a busy one.

Overtime.—In some of the branches it was quite impossible to get through the work without a considerable amount of overtime being necessary, but it has been avoided wherever possible, the working of extra hours being neither economical nor healthy.

Paper and Stationery. The prices for paper are still soaring, and full supplies are exceedingly difficult to obtain. To keep up stocks involves constant attention, the fulfilment of orders never being certain until the goods have actually arrived. This applies equally to printings, writings, and news.

All orders for printing and stationery supplies from Departments have to be carefully scrutinized before being executed, and frequently it has been necessary to very considerably cut them down. Responsible officers of Departments should give careful attention to this matter of ordering; it is very serious, and needs the utmost care. I have called attention to this for the past two years, but I am obliged to again refer to it.

Stationery is in much the same position as paper—prices abnormal and stocks short. Envelopes are especially difficult to secure, some sizes being unobtainable.

Binding-materials have advanced considerably, and the prices for some of these goods are startling.

Machinery.—The position in regard to obtaining machinery is better than when I last reported, but it is still far from normal. Manufacturers are so overloaded with orders that deliveries are slow. Where at one time a machine could be delivered in a few months, it is now a question of at least a year or two before it can be supplied. The best and fastest machinery should be secured when such is available, and, as I reported last year, an officer should be sent abroad to buy the most up-to-date machinery for the Department at the earliest opportunity. It would well repay the expenditure. The work of Government printing is growing so fast that it is necessary to get the best of machinery to keep pace with it.

A new letter-card machine, built by Bell and Valentine, of Melbourne, has been installed and is doing satisfactory work.

The disk ruling-machine, ordered in 1916, has just arrived, and is in process of being set up. This should be a valuable addition to the plant.

Three railway-ticket-printing machines are under order from Waterlow and Sons, and should be delivered soon. The ticket-printing plant will then be up to date.

We have also under order four letterpress printing-machines (three large Wharfedales, and one small fast-printing press) and one "Reliable" flat-bed litho printing-machine.

The binding machinery needs radical improvement, and orders have been placed for a case-making machine, a rounding and backing machine, and a cloth-cutting machine. More machinery is required to keep this branch up with the times, and I propose in the near future to place orders for other up-to-date machines.

For the Photo-litho Branch a "Macbeth" arc lamp is under order, and should be delivered within the next few months.

The generator and water-tank which were used when our machinery was steam-driven have been sold, but the steam-engines have not yet been disposed of.

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

Hon. the Minister in Charge.

MARCUS F. MARKS,
Government Printer.

PRINTING AND STATIONERY DEPARTMENT.

BALANCE-SHEET AT 31ST MARCH, 1920.

Dr.	Liabilities.	£	s.	d.	£	s.	d.	Cr.	Assets.	£	s.	d.	£	s.	d.
To Capital Account ..	107,040	4	2					By Buildings ..	43,390	7	7				
Sundry creditors ..	1,813	9	4					Less depreciation ..	1,084	15	0				
Consolidated Fund Account ..	41,415	11	4						£	s.	d.				
Suspense Account ..	3,048	4	3					Plant—Printing ..	11,339	12	7				
					153,317	9	1	Less depreciation ..	850	10	0				
Profit and Loss Account (balance to credit of)					9,634	10	9						10,489	2	7
								Plant—Binding ..	3,024	11	1				
								Less depreciation ..	225	0	0				
													2,799	11	1
								Plant—Litho and Photo ..	1,670	4	3				
								Less depreciation ..	125	5	0				
													1,544	19	3
								Plant—Engine-room ..	369	16	9				
								Less depreciation ..	41	0	0				
													328	16	9
								Type ..	7,440	8	8				
								Less depreciation ..	555	0	0				
													6,885	8	8
								Furniture ..	431	7	11				
								Less depreciation ..	32	5	0				
													399	2	11
								Sundry debtors ..					58,787	11	11
								Stock in hand ..					39,411	14	1
													£162,951	19	10

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDING 31ST MARCH, 1920.

Dr.				£	s.	d.	£	s.	d.	Cr.				£	s.	d.	£	s.	d.
To	Lighting and water	2,173	6	10				By	Paper Stock Account	1,373	11	2			
	Repairs and maintenance	1,666	2	6					Manufacturing Account	2,029	7	1			
	Salaries	4,616	12	5					Stationery Trading Account	6,945	13	6			
	Office expenses	360	6	6					Publishing Account	1,292	3	11			
	Discount	76	7	5											29,640	15	8
	Freight	1,258	10	8													
	Postage	1,541	5	4													
	Medical services	118	5	0													
	Bad debts	0	1	3													
	Interest Account	5,281	12	0													
	Depreciation	2,913	15	0													
							20,006	4	11										
	Balance—Profit for year				9,634	10	9										
							£29,640	15	8										
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Wellington, 22nd June, 1920.

B. B. ALLEN, Accountant.

RETURN OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1920.

	Printing.			Stationery.		
	£	s.	d.	£	s.	d.
Advertising Office	89	5	0	49	1	10
Agriculture	3,259	9	8	1,770	11	0
Audit Office	176	11	6	165	4	4
Bacteriological Laboratory	6	15	0	34	12	9
Bankruptcy	65	13	6	49	15	6
Board of Trade	72	14	0	96	0	0
Cambridge Sanatorium	25	18	0	11	0	0
Coal Control	44	0	0	17	15	0
Cook Islands Administration	28	12	0	44	4	5
Crown Law Office	90	12	0	52	18	11
Customs	891	11	6	847	16	7
Defence	11,971	16	4	8,579	18	7
Military Supplies Purchase Boards	116	0	0	64	1	1
National Efficiency Board	0	14	0	1	19	8
New Zealand Munitions and Supplies	239	19	6	116	4	7
Repatriation	2,120	6	6	855	16	3
Soldiers' Financial Assistance	45	1	0			
Units	2	0	0	0	12	0
Education—Head Office	2,170	10	9	997	1	7
Examination Branch	1,113	10	0	1	5	3
School Journal	6,250	16	1			
Teachers' Superannuation Fund	86	8	0			
Electoral	3,815	0	2	1,043	2	10
External Affairs	82	19	0	110	10	6
Forestry	323	1	6	36	4	8
Friendly Societies	131	14	6			
Gazette	9,723	12	4	3	14	8
General Assembly—Bills	956	11	6			
Hansard	4,943	13	0			
Joint Account	445	13	0	82	9	3
Statutes	2,679	6	9	22	4	6
Geological Survey	474	7	0	29	18	9
Government Accident Insurance	178	8	0			
Government Firewood Depot	77	17	6	9	1	1
Government House	194	3	3	54	12	7
Government Life Insurance	1,895	1	6	1,166	1	4
Government Statistician	6,914	14	3	331	14	11
Hector Observatory	48	3	6	7	0	10
Hospitals and Charitable Aid				7	8	9
House of Representatives—Appendix	6,215	10	6			
Journals	440	17	6			
Miscellaneous	494	5	6	138	13	8
Order Paper	586	11	6			
Immigration	69	11	6	54	9	10
Imperial Government Supplies	41	2	6	130	5	0
Internal Affairs	3,213	9	3	818	1	6
Internal Affairs. Minister's Offices	322	3	0	312	0	8
Journal of Agriculture	5,858	19	0			
Justice	2,098	2	0	1,786	15	1
Kahiti	2,377	17	4			
Labour	2,099	19	3	608	4	4
Land and Deeds	501	7	0	517	15	2
Land and Income Tax	2,265	0	10	1,141	18	9
Land for Settlements	22	18	6	28	2	0
Lands and Survey	6,741	7	5	3,017	19	8
Legislative Council—Appendix	21	7	6			
Journals	93	15	6			
Miscellaneous	38	11	0	49	1	6
Order Paper	90	8	0			
Marine	1,759	17	9	332	12	1
Mental Hospitals	336	14	0	304	1	11
Meteorological	102	3	0	10	3	1
Mines	353	7	3	236	17	6
Museum, Dominion	987	11	0	84	19	10
National Provident Fund	611	9	2	209	13	3
Native	1,070	11	6	418	10	6
New Zealand Naval Adviser	16	6	3	31	3	1
Patents	1,332	4	9	46	2	7
Pensions	2,023	15	6	888	17	8
Police	3,236	14	3	1,282	3	7
Post and Telegraph—Head Office	4,797	6	6	65	0	8
Controller of Stores	31,832	10	0	552	12	0

RETURN OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS, ETC.—*continued.*

	Printing.			Stationery.		
	£	s.	d.	£	s.	d.
Prime Minister's Office	219	8	6	81	6	11
Prisons	355	15	3	328	4	7
Public Health	2,416	18	8	521	0	9
Public Service Commissioner	412	7	0	279	0	1
<i>Public Service Journal</i>	249	17	6
Public Service Stores Tender Board	39	11	6	0	6	0
Public Service Superannuation Board	81	14	0	19	8	8
Public Trust Office	6,882	18	3	2,418	6	9
Public Works	2,879	6	3	2,396	13	7
Railways—Head Office	1,111	8	9	29	14	6
.. Accountant	39	12	0	16	13	3
.. Chief Engineer	0	11	6
.. Chief Traffic Manager	184	12	6	1	0	6
.. Day tickets	995	14	4
.. Mechanical Engineer	185	11	0	0	1	6
.. Stationery Clerk	18,249	5	8	30	19	0
.. Stores Manager	0	5	0	0	13	6
.. Stores, Petone	47	16	0	14	2	7
.. Ticket-printer	1,323	2	10	4	10	3
.. Time-table	2,479	18	9
Registrar-General	1,191	5	4	309	16	2
Stamp	1,376	15	3	705	1	0
State Advances	742	4	5	124	12	1
State Coal—Head Office	47	11	0	68	0	8
.. Christchurch Depot	1	5	0	8	12	0
.. Greymouth Depot	49	13	0	35	15	5
.. Wanganui Depot	1	4	0	5	2	7
.. Wellington Depot	9	0	0	11	12	8
State Fire Insurance	882	9	1	275	3	6
Tourist	480	9	9	205	10	5
Treasury	4,032	8	1	379	10	6
Valuation	857	8	4	285	16	3
Totals	191,633	3	7	38,283	16	1
SUMMARY.						
1918—April	10,128	3	4	1,821	11	9
.. May	16,706	3	2	4,194	6	11
.. June	12,642	2	0	3,276	1	8
.. July	13,767	8	5	3,238	2	8
.. August	13,252	6	8	3,787	7	8
.. September	17,373	16	5	3,148	2	5
.. October	19,591	10	11	3,292	3	1
.. November	20,548	19	9	3,789	8	6
.. December	9,698	3	5	3,275	2	6
1919—January	12,631	14	3	2,241	3	6
.. February	14,503	19	10	1,983	14	7
.. March	30,788	15	5	4,236	10	10
Totals	191,633	3	7	38,283	16	1

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1919, TO 31ST MARCH, 1920.

Description.	Sheets.	Stamps.	Value.
			£ s. d.
Duty	11,932	1,412,929	6,366,696 10 0
Impressed stamps	16,023,296	133,504 13 0
Letter-cards	212,260	1,910,346	11,875 0 0
Newspaper-wrappers	44,491	355,928	807 18 0
Postage	594,015	135,899,740	874,468 10 0
Postal notes	238,800	2,388,000	10,068 1 0
Post-cards	76,250	1,220,000	5,076 5 0
Railway	3,500	420,000	1,900 0 0
Totals	1,181,248	159,630,239	7,404,396 17 0

WAR-LOAN CERTIFICATES.

Sheets, 40; notes, 400; value, £197,000.

Approximate Cost of Paper.—Preparation, not given; printing (500 copies), £5 10s.

By Authority: MARCUS F. MARKS, Government Printer, Wellington.—1920.