1922.

NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1922.

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

Sir,— Printing and Stationery Department, Wellington, 18th May, 1922.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1922.

The tables accompanying the report show the nature, extent, and result of the year's working. Gazette.—The number printed was 1,275, the number of subscribers 189, and the amount received £562 10s.

Hansard.—The number of Hansards printed for session 1921-22 was 4,850, the number of subscribers 105, and the amount received £51 5s.

Stamp-printing.—The number of sheets of stamps of various values printed was 1,089,841, the number of stamps 134,224,173, and the value £3,892,478.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 21,861, the weight 19,450 lb. The number of electrotypes was 13,406, and the weight 2,020 lb.

Rubber Stamps.—The number of rubber stamps made was 6,053.

Railway Tickets.—9,783,764 railway tickets were printed, the largest number (1,129,717) being printed in November.

Work of the Year.—Although economy has been exercised in State printing the Department has been kept fairly busy, and a large staff is still employed; but there has not been the same necessity to work overtime to keep pace with requirements.

Two staffs are still engaged in the Machine Branch, but the work of this branch has decreased, necessitating a slight curtailment of staff.

Paper and Stationery.—Paper is coming back to normal. Prices are still on the down grade, and there is no difficulty in obtaining supplies. This reduction in the price of paper should result in a considerable saving in the cost of printing the regular Government publications.

Stationery prices are not falling so rapidly as paper, and in some few cases they have hardened; supplies, however, are easily obtainable, and a drop in prices may be anticipated shortly.

Machinery.—The cost of machinery is still high, but, as all manufacturers are now striving hard for new business, there should soon be an improvement in prices ruling for printing-machinery—from 100 to 150 per cent. above pre-war days.

Three railway-ticket-printing machines, manufactured by Waterlow and Sons, London, have replaced three out-of-date machines which have served their period; and this branch is now in a better position to deal with the heavy demands made upon it for tickets at certain seasons of the year.

A Radeliff quad. crown lithographic printing-machine has been installed, which has much improved our lithographic plant.

A Smyth gluing-machine is under order for the Binding Branch, and should come to hand

Though the Department is now fairly equipped with up-to-date machinery, it is necessary, in the interests of the State, that the latest and most improved machinery be installed.

Finance.—It will be noted by the balance-sheet that the turnover has increased by £25,000, and the net profits by approximately £6,000.

In past years the value of the land on which the Government Printing-works stand has not been taken into account in our charges; but at the beginning of the last financial year a revaluation of the land and buildings was made by the Valuation Department, with the result that a sum of over £60,000 now appears on the balance-sheet as the value of the land, and a further amount of £4,752 has been added to the value of the buildings, making a capital value of £106,600. It has thus been necessary to charge our profits with interest on an additional amount of £65,352—the increase in the capital value of these assets as shown on the balance-sheet.

The new method of charging Departments for all work executed is causing a considerable amount of extra clerical work by way of book-keeping to the Department, but it is anticipated it will have good results. No extra staff has been required.

Accommodation.—I should like again to call attention to the necessity of having well-lighted and well-ventilated workrooms. The workrooms of the older portion of the office are not up-to-date, though those of the new wing cannot be surpassed in the Southern Hemisphere. To do the best work the best conditions are required, and I hope at some date in the near future those rooms where

the light is bad will be brought up to the standard of the new wing.

*Valedictory.—As this is the last report I shall have the honour of presenting as Government Printer, I should like to express my appreciation of the cordial relations that have at all times existed between the heads of other Departments (with whom I have been so closely associated) and myself; and I especially desire to testify to the very great assistance I have received during my term of office from all officers in responsible positions in this Department, and to the loyalty and ready service always given by the whole of the staff. It has been an honour to be in control of a staff who have responded so well when called upon, and I especially wish to place this on record before terminating my official career.

I have, &c.,

Hon. the Minister in Charge.

MARCUS F. MARKS, Government Printer.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1922

TOROETTIS AND LAIMEN		THE LEAK ENDED SIST MAKCH, 19	<i>u.</i> .
Receipts.	£ s. d.	Payments.	£s.d.
To Sundry debtors	236,513 16 10 I	By Salaries	90,398 18 8
Publications	$1,793 \ 14 \ 4$	Wages	$28,023 \ 15 \ 3$
Publishing	898 8 5	Overtime	$693 \ 11 \ 2$
Sale of machinery	695 0 0	Cost-of-living bonus	2,321 5 5
Sale of waste products, &c	. 104 14 3	Stationery	77,095 0 5
Sale of old typewriters	97 11 5	Stores	5,884 3 4
Sundries	294 0 2	Freight	9,675 17 0
		Machinery	7,727 2 3
	i	Type and printing material	$35 \ 4 \ 9$
		Monotype extras	235 16 7
		Monotype metal	31 1 3
	ļ	Fuel, gas, &c	2,706 15 11
		Water-supply	124 13 0
		Medical services	$146 \ 3 \ 0$
*		Office equipment	76 0 2
		Postage, telegrams, and exchange	$3,056\ 16\ 5$
	1	Telephone-exchange subscriptions	75 3 3
	ļ	Refund of amounts paid	14 13 9
	•	Window-cleaning and rubbish removal	144 17 0
		Proportion of rent, High Commis-	150 0 0
		sioner's Office	
		Repairs and upkeep motor-van	88 15 8
	1	Charwomen, messengers, &c	$1,426 \ 14 \ 0$
	ľ	Contingencies	$45 \ 3 \ 6$
		Balance to Treasury Adjustment	
· ·		Account	$10,219 \ 13 \ 8$
	£240,397 5 5	- :	2240,397 5 5
		¥	

TRADING ACCOUNT FOR THE YEAR ENDED 31ST MADOU 1999

TF	RADING	AC	COU	INT FOR	TH	E Y	EAR	ENDED	31ST MARG	эн, 1922.				
Dr. To Paper and materials—			d.	£	s.	d.	By	Cr.		£	s. d.	£	8.	d.
Stock at beginning Add purchases	66,080 $62,341$		0 11					Station Publish		$228,209 \\ 33,406 \\ 3,780$	19 4			
	128,421	10	11				1		J	<u> </u>		265,397		
${ m Less} ~{ m stock} ~{ m o}~{ m n} \ { m hand}, ~31/3/22$	38,167	5	7	90,254	5	4			s received progress			$\substack{136 \\ 5,274}$		0
Stationery—				00,201	•	^								
Stock at beginning	8,569													
Add purchases	30,246	10	11											
	38,816	1	7											
Less stock on hand, $31/3/22$	12,690	8	4	26,125	13	3	ļ	•						
Salaries and wages (manufacturing) Salaries and wages	107,164	3	9	,										
(Stationery De-	. 0.00	_												
partment)	4,368	7		111,532	10	10								
Freight (inward)				5,197	15	10								
Lighting (proportion)				206		6								
Power and water	• •			$1,621 \\ 585$		1 8								
Fuel Balance to Profit and	• •			989	12	0								
Loss Account				35,284	14	3								
				£270,808	0	9						£270,808	0	9

Profit and Lo	ss Account	FOR	THE	YEAR END	ер 31sт I	Иаксн, 1922.			
Dr. To Repairs to buildings and plant Office salaries	$\begin{array}{ccc} & & & \\ & & \\ 1,392 \\ & & 5,334 \end{array}$			Cr. By Balance fro		Account .g stationery fo			. d. 1 3
Wages charwomen, messengers, Postages and telegrams Freight outward Insurance Exchange		$ \begin{array}{r} 17 \\ 6 \\ 17 \\ 19 \end{array} $	8 7 0 0 4	other De Commission	partments	publications, &c	. 613 . 31 <i>4</i>	j]	10 0
Discount allowed	$\begin{array}{ccc} & & & 312 \\ & \ddots & & 20 \end{array}$	$\begin{array}{c} 3 \\ 3 \\ 0 \\ 4 \\ 15 \end{array}$	5 3 0 0 11 1 0						
Proportion rent, High Commissi Office Interest on capital Depreciation on buildings and p Bad debts reserve Balance carried down	$ \begin{array}{ccc} & 150 \\ & 10,097 \end{array} $	$\begin{array}{c} 12 \\ 3 \\ 0 \end{array}$	0 9 0 0 2						
	£36,449	5	$\frac{-}{5}$		~		£36,449	5	5
				By Balance bro	ought down		£7,904	6	2
	TREASURY	$\mathbf{A}_{\mathbf{D}}$	JUSTI	IENT ACCOU	vn't.				
To Balance, Receipts and Pays		s. •]			nance Account			d.
Account Balance carried down	$\begin{array}{ccc} \dots & 10,219 \\ \dots & 449 \end{array}$		8 2	(Public W Interest on		tment's charges count			
	£10,669	10 1	10		•		£10,669	10	10
			.] 1	By Balance bro	ought down		£449	17	2
Liabilities. Capital Account Sundry creditors Wages Accrued Account Bad Debts Reserve Account Treasury Adjustment Account Balance Profit and Loss Account	$\begin{array}{c} 9,332 \ 10 \\ 413 \ 9 \\ 200 \ 0 \\ 449 \ 17 \end{array}$	d. 4	Buil M Lance 19 Prin Bince Lith Engi	dings (valuatiarch, 1921) Less depreciate (valuation 3 21) ting plant	Assets. on on 31st tion Blst March, olant s	£ s. d. 46,000 0 0 920 0 0 14,796 3 6 5,761 12 4 1,634 9 7 439 4 9 22,631 10 2 5,939 2 8 28,570 12 10 857 10 0 27,713 2 10 1,385 13 0 7,145 5 8 63 4 6 7,208 10 2 360 8 0	45,080 60,600	9	
1	•			iture Account Add purchases		$\begin{array}{r} 369 & 5 & 11 \\ 12 & 11 & 4 \\ \hline 381 & 17 & 3 \end{array}$	J, 020	~	-
			Sund	Less depreciations dependence in the contract of the contract	ion	19 2 0	362 52,615 50,857	9	3 4 11
	£242,691 10	$\frac{}{6}$.50001		••	. •• -	2242,691	-	
		_ '				=	***		

H. M. C. Robertson, Accountant.

I hereby certify that the Receipts and Payments Statement, Trading Account, Profit and Loss Account, 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.

G. F. C. CAMPBELL, Controller and Auditor-General.

Return of Value of Printing and Stationery issued to Departments for the Year ended 31st March, 1922.

	Printing.	Stationery.		Printing.	Stationery.
	£ s. d.	£ s. d.		£ s. d.	£ s. c
Advertising Office	105 17 6	15 19 0	Meteorological .	140 1 0	11 7 1
Agriculture	3,613 19 10	1,750 6 11	Mines		224 17
Audit Office	176 19 6	197 5 9	Museum, Dominion		56 19
Bacteriological Laboratory Bankruptey	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	27 9 8	National Provident Fund		181 12
Bankruptey Coal Control	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	67 10 11	New Zealand Naval Ad	885 6 6	489 18
Cook Islands Administra-	39 9 6	202 3 0	viser Viser	- 249 10 0	162 18
tion	0000	202 0	Patents	. 1,234 3 6	39 7
Crown Law Office	74 11 6	45 18 11	Pensions	1 - 0-0 -0 0	559 11 1
Customs	1,689 7 2	1,047 17 6	Police		1,973 7
Defence	3,683 10 3	2,202 9 7	Post and Telegraph—	,	/ / / /
Military Supplies Pur-	38 10 6	33 1 0	Head Office		41 18
chase Office	000 1 0		Controller of Stores .		133 10 1
Repatriation	366 4 3	439 18 0	Prime Minister's Office .		95 3
Education—	# 971 0 4	1 910 0 9	Prisons		515 13
Head Office Examination Branch	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	1,310 9 3	Public Service Commis	324 14 1	228 17 1
School Journal	$\begin{bmatrix} 1,372 & 7 & 8 \\ 8,565 & 1 & 0 \end{bmatrix}$	1 12 9	Fublic Service Official Cir.	198 7 6	
Teachers' Superannua-	176 7 6	• •	cular	138 / 0	• •
tion Fund	1.0 . 0		Public Service Superan-	. 100 17 0	25 7
Electoral	540 5 9	40 13 5	nuation Board	100 1. 0	1
External Affairs	563 9 1	864 6 4	Public Trust Office	3,654 10 9	451 10
Forestry	1,162 2 11	569 13 6	Public Works		3,806 11
Friendly Societies	85 14 6	4 17 1	Railways		- / * *
Gazette	10,521 10 3	9 15 10	Head Office	1,656 17 6	9 11
General Assembly—		1	Accountant	64 13 0	13 8 13
Bills	$2,639\ 15\ 0$		Chief Engineer		0 5 9
Hansard	8,412 0 6		Chief Traffic Manager		• •
Joint Account	732 8 0	69 3 6	Day Tickets		• •
Statutes	3,515 18 0	0 1 2	Mechanical Engineer		- :
Geological Survey Government Accident In-	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	38 4 5	Stationery Clerk		74 12 4
surance	200 18 0	• •	Stores Manager Stores, Petone	1	90 10 1
Government Firewood	3 6 0	8 5 3	Stores, Petone Ticket-printer		28 18]
Depot	. • • • •	0 0 0	Time-table		• •
Government House	188 7 0	36 3 9	Registrar-General	- F - E / TES - E T - I	306 4 1
Government Life Insurance	2,327 4 0	413 0 4	Stamp Duties	1 -1 1	726 16 11
Government Statistician	7,863 1 4	154 15 10	State Advances	670 5 9	195 8 8
Health	4,694 7 0	992 16 11	State Coal—		
Hector Observatory	31 4 6	10 15 1	Head Office	27 2 6	13 16 9
Hospitals and Charitable	• •	23 3 2	Christchurch Depot	14 1 6	11 12 9
Aid House of Pennsyentatines			Greymouth Depot	85 0 0	62 19 3
House of Representatives— Appendix	7,189 1 6		Huntly Depot Wanganui Depot	43 13 6	4 3 8
Journals	119 9 6	••	Wanganui Depot Wellington Depot	31 18 6	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
Miscellaneous	748 8 9	145 8 3	State Fire Insurance	1,179 9 0	734 10 3
Order Paper	898 0 0	110 0 0	Tourist	525 7 1	175 19 9
Immigration	166 10 0	108 10 4	Treasury	4,423 8 9	638 2 6
Imperial Government	125 6 3	41 12 8	Valuation	887 16 1	433 14 3
Supplies					
Industries and Commerce	224 5 6	206 11 10	Totals	219,182 7 10	33,242 9 11
Internal Affairs	1,767 16 0	746 10 11		!	
Internal Affairs, Minister's	326 2 9	319 10 4			
Offices	4 950 10 0		Su	MMARY.	
Journal of Agriculture	4,250 18 0	9 999 19 10	1921—April	1 12 041 16 0 1	9 019 10 4
77 1 1.1	$\begin{bmatrix} 3,040 & 8 & 6 \\ 2,191 & 11 & 3 \end{bmatrix}$	2,223 13 10		$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	2,018 19 4
	1,690 11 10	623 8 10	$egin{array}{lll} ext{May} & \dots & \dots \\ ext{June} & \dots & \dots \end{array}$	$\begin{bmatrix} 17,018 & 2 & 6 \\ 19,419 & 8 & 1 \end{bmatrix}$	3,788 3 6 $2,933$ 3 5
Labour Land and Deeds	$\begin{bmatrix} 1,050 & 11 & 10 \\ 2,261 & 0 & 0 \end{bmatrix}$	582 13 2	June July	24,994 0 6	2,933 3 5 2,439 11 11
Land and Income Tax	3,328 11 3	681 4 0	August	19,263 17 9	2,709 19 8
Land for Settlements	21 1 6	10 16 3	September	15,268 7 11	3,382 6 0
Lands and Survey	8,166 3 10	3,587 9 3	October	19,141 16 11	3,041 5 7
Legislative Council—	, , ,	,	November	19,713 16 3	2,548 19 4
Appendix			December	18,663 15 3	2,132 7 7
Journals	218 15 0	.,	1922—January	14,557 3 0	2,291 2 6
Miscellaneous	180 11 0	46 3 3	February	15,855 2 3	2,572 7 3
Order Paper	164 5 0		March		3,384 3 10
Marino Mental Hospitals	$\begin{bmatrix} 2,439 & 5 & 6 \\ 625 & 1 & 9 \end{bmatrix}$	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Totals	219,182 7 10 3	3,242 9 11

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FOR THE YEAR ENDED 31ST MARCH, 1922.

Description.						Sheets.	Stamps.	Value.
_					1			£ s. d
Postage						520,487	104,784,282	1,077,699 3 4
Duty						15,403	1,815,153	2,593,003 0 0
Railway						6,000	720,000	1,500 0 (
Postal notes						270,140	2,701,400	18,701 16 8
Lettercards						176,003	2,049,024	17,012 9 (
Postcards						65,000	1,040,000	6,496 8 (
Newspaper w	rappers					26,562	212,500	964-14 (
Post Öffice in	vestment	certifi	icates			284	3,008	2,975 0 0
Embossed en	velopes					9,962	9,942	62 2 9
Impressed				• •		• •	20,888,864	174,063 13 1
	Tota	ls			-	1,089,841	134,224,173	3,892,478 6 10

Approximate Cost of Paper.—Preparation, not given; printing (450 copies) £8 17s. 6d.