

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Three railway-ticket-printing machines, manufactured by Waterlow and Sons, London, have replaced three out-of-date machines which have served their period; and this branch is now in a better position to deal with the heavy demands made upon it for tickets at certain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

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.

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1922.

<i>Dr.</i>	£	s.	d.	<i>Cr.</i>	£	s.	d.
To Repairs to buildings and plant ..	1,392	0	2	By Balance from Trading Account ..	35,284	14	3
Office salaries ..	5,334	1	1	Storage and handling stationery for			
Wages charwomen, messengers, &c ..	2,844	17	8	other Departments ..	613	9	4
Postages and telegrams ..	1,371	6	7	Commission on sale of publications, &c.	315	1	10
Freight outward ..	853	17	0	Rent receivable ..	236	0	0
Insurance ..	699	19	0				
Exchange ..	2,000	15	4				
Discount allowed ..	41	0	5				
Telephone rentals ..	75	3	3				
Medical services ..	146	3	0				
Audit fee ..	50	0	0				
Office expenses ..	370	4	11				
Sundry charges ..	312	15	1				
Lighting (proportion) ..	20	0	0				
Proportion rent, High Commissioner's							
Office ..	150	0	0				
Interest on capital ..	10,097	12	9				
Depreciation on buildings and plant ..	2,685	3	0				
Bad debts reserve ..	100	0	0				
Balance carried down ..	7,904	6	2				
	£36,449	5	5		£36,449	5	5
				By Balance brought down ..	£7,904	6	2

TREASURY ADJUSTMENT ACCOUNT.

	£	s.	d.		£	s.	d.
To Balance, Receipts and Payments				By Repairs and Maintenance Account			
Account ..	10,219	13	8	(Public Works Department's charges)	571	18	1
Balance carried down ..	449	17	2	Interest on Capital Account ..	10,097	12	9
	£10,669	10	10		£10,669	10	10
				By Balance brought down ..	£449	17	2

BALANCE-SHEET AS AT 31ST MARCH, 1922.

<i>Liabilities.</i>	£	s.	d.	<i>Assets.</i>	£	s.	d.	£	s.	d.
Capital Account ..	224,391	7	4	Buildings (valuation on 31st						
Sundry creditors ..	9,332	10	10	March, 1921) ..	46,000	0	0			
Wages Accrued Account ..	413	9	0	Less depreciation ..	920	0	0			
Bad Debts Reserve Account ..	200	0	0					45,080	0	0
Treasury Adjustment Account ..	449	17	2	Land (valuation 31st March,						
Balance Profit and Loss Account ..	7,904	6	2	1921) ..				60,600	0	0
				Printing plant ..	14,796	3	6			
				Binding plant ..	5,761	12	4			
				Litho and photo plant ..	1,634	9	7			
				Engine-room plant ..	439	4	9			
					22,631	10	2			
				Add purchases ..	5,939	2	8			
					28,570	12	10			
				Less sales ..	857	10	0			
					27,713	2	10			
				Less depreciation ..	1,385	13	0	26,327	9	10
				Type Account ..	7,145	5	8			
				Add purchases ..	63	4	6			
					7,208	10	2			
				Less depreciation ..	360	8	0	6,848	2	2
				Furniture Account ..	369	5	11			
				Add purchases ..	12	11	4			
					381	17	3			
				Less depreciation ..	19	2	0	362	15	3
				Sundry debtors ..				52,615	9	4
				Stock on hand ..				50,857	13	11
								£242,691	10	6
	£242,691	10	6					£242,691	10	6

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.	d.
Advertising Office ..	105	17	6	15	19	0	Meteorological ..	146	1	0	11	7	11
Agriculture	3,613	19	10	1,750	6	11	Mines	582	11	9	224	17	4
Audit Office	176	19	6	197	5	9	Museum, Dominion ..	911	5	0	56	19	6
Bacteriological Laboratory ..	1	13	0	27	9	8	National Provident Fund ..	449	3	1	181	12	2
Bankruptcy	71	14	0	67	10	11	Native	885	6	6	489	18	4
Coal Control	35	1	0	7	1	1	New Zealand Naval Ad- viser	249	10	0	162	18	5
Cook Islands Administra- tion	39	9	6	202	3	0	Patents	1,234	3	6	39	7	8
Crown Law Office	74	11	6	45	18	11	Pensions	1,670	10	0	559	11	10
Customs	1,689	7	2	1,047	17	6	Police	5,591	18	10	1,973	7	3
Defence	3,683	10	3	2,202	9	7	Post and Telegraph— Head Office	6,067	16	6	41	18	4
Military Supplies Pur- chase Office	38	10	6	33	1	0	Controller of Stores ..	34,869	1	5	133	10	11
Repatriation	366	4	3	439	18	0	Prime Minister's Office ..	253	15	3	95	3	4
Education— Head Office	5,371	3	4	1,310	9	3	Prisons	546	5	0	515	13	7
Examination Branch ..	1,372	7	8	1	12	9	Public Service Commis- sioner	324	14	1	228	17	10
School Journal	8,565	1	0	Public Service Official Cir- cular	198	7	6
Teachers' Superannua- tion Fund	176	7	6	Public Service Superan- nation Board	100	17	0	25	7	1
Electoral	540	5	9	40	13	5	Public Trust Office	3,654	10	9	451	10	7
External Affairs	563	9	1	864	6	4	Public Works	4,641	15	5	3,806	11	8
Forestry	1,162	2	11	569	13	6	Railways— Head Office	1,656	17	6	9	11	1
Friendly Societies ..	85	14	6	4	17	1	Accountant	64	13	0	13	8	11
Gazette	10,521	10	3	9	15	10	Chief Engineer	0	11	6	0	5	9
General Assembly— Bills	2,639	15	0	Chief Traffic Manager ..	143	10	0
Hansard	8,412	0	6	Day Tickets	1,036	8	11
Joint Account	732	8	0	69	3	6	Mechanical Engineer ..	37	18	0
Statutes	3,515	18	0	0	1	2	Stationery Clerk	30,302	3	3	74	12	4
Geological Survey	422	9	0	38	4	5	Stores Manager	4	1	6
Government Accident In- surance	266	18	0	Stores, Petone	98	1	0	28	18	1
Government Firewood Depot	3	6	0	8	5	3	Ticket-printer	950	3	3
Government House	188	7	0	36	3	9	Time-table	2,411	15	2
Government Life Insurance	2,327	4	0	413	0	4	Registrar-General	1,466	16	6	306	4	1
Government Statistician	7,863	1	4	154	15	10	Stamp Duties	1,248	10	0	726	16	11
Health	4,694	7	0	992	16	11	State Advances	670	5	9	195	8	3
Hector Observatory	31	4	6	10	15	1	State Coal— Head Office	27	2	6	13	16	9
Hospitals and Charitable Aid	23	3	2	Christchurch Depot	14	1	6	11	12	9
House of Representatives— Appendix	7,189	1	6	Greymouth Depot	85	0	0	62	19	3
Journals	119	9	6	Huntly Depot	4	3	8
Miscellaneous	748	8	9	145	8	3	Wanganui Depot	43	13	6	3	15	1
Order Paper	898	0	0	Wellington Depot	31	18	6	17	3	4
Immigration	166	10	0	108	10	4	State Fire Insurance ..	1,179	9	0	734	10	3
Imperial Government Supplies	125	6	3	41	12	8	Tourist	525	7	1	175	19	9
Industries and Commerce	224	5	6	206	11	10	Treasury	4,423	8	9	638	2	6
Internal Affairs	1,767	16	0	746	10	11	Valuation	887	16	1	433	14	3
Internal Affairs, Minister's Offices	326	2	9	319	10	4	Totals	219,182	7	10	33,242	9	11
Journal of Agriculture ..	4,250	18	0	SUMMARY.						
Justice	3,040	8	6	2,223	13	10	1921—April	13,041	16	2	2,018	19	4
Kahiti	2,191	11	3	May	17,018	2	6	3,788	3	6
Labour	1,690	11	10	623	8	10	June	19,419	8	1	2,933	3	5
Land and Deeds	2,261	0	0	582	13	2	July	24,994	0	6	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— Appendix	November	19,713	16	3	2,548	19	4
Journals	218	15	0	December	18,663	15	3	2,132	7	7
Miscellaneous	180	11	0	46	3	3	1922—January	14,557	3	0	2,291	2	6
Order Paper	164	5	0	February	15,855	2	3	2,572	7	3
Marine	2,439	5	6	447	6	11	March	22,245	1	3	3,384	3	10
Mental Hospitals	625	1	9	436	14	5	Totals	219,182	7	10	33,242	9	11

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

Description.	Sheets.		Stamps.		Value.	
					£	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	0	
Postal notes ..	270,140	2,701,400	18,701	16	8	
Lettercards ..	176,003	2,049,024	17,012	9	0	
Postcards ..	65,000	1,040,000	6,496	8	0	
Newspaper wrappers ..	26,562	212,500	964	14	0	
Post Office investment certificates	284	3,008	2,975	0	0	
Embossed envelopes ..	9,962	9,942	62	2	9	
Impressed	20,888,864	174,063	13	1	
Totals ..	1,089,841	134,224,173	3,892,478	6	10	

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

By Authority: W. A. G. SKINNER, Government Printer, Wellington.—1922.