

1926.

NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1926.

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

SIR,—

Printing and Stationery Department, Wellington, July, 1926.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1926.

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

Gazette.—The number printed of each issue was 1,000, the number of subscribers 437, and the amount received from subscribers and sales £2,324.

Hansard.—The number printed of each issue for session 1925 was 7,000, the number of subscribers 111, and the amount received from subscribers and sales £168.

Stamp-printing.—Stamps to the value of £3,339,861, and postal notes to the value of £16,714, were printed.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 32,449, the weight being 21,306 lb. The number of electrotypes was 2,357, and the weight 543 lb.

Rubber Stamps.—The number of rubber stamps made was 994.

Railway Tickets.—9,098,993 railway tickets were printed, the largest number (1,076,353) being printed in November.

Work of the Year.—The year just ended has been the busiest in the history of the Department, the turnover being approximately £234,000, against £221,000 the previous year, which was up to that time a record year. The New Zealand and South Seas Exhibition, census, electoral, and publicity printing considerably swelled the volume of work. This increase of £13,000 means a very considerable amount of handling, and it was necessary to work a great deal of overtime to cope with it. Another item which contributed to the increase was the printing of the telephone directories, for which this Department has obtained a five-years contract from the Post and Telegraph Department. This itself is a consideration, the magnitude of which may be gauged from the fact that it will annually consume at least 100 tons of paper. This work was undertaken without any increase in staff or purchase of special machinery, and it must be considered very satisfactory to know that the first issue of all the directories has been delivered, and in every case up to schedule time.

The pressure of work was maintained at a high level in the Photo-litho and Process Engraving Branch during the past year. 553 miscellaneous maps, plans, and diagrams were reproduced and printed. 500 large negatives were required to be made for the above. 1,200 negatives were made for process-block work, also a large number of bromide enlargements for the Publicity and other Departments.

During the year the Stationery Office dealt with 12,846 requisitions for stationery, the total sales amounting to £38,000. These requisitions comprised 133,536 items, and, in addition to parcels, over 2,300 cases of stationery were despatched. Cash orders numbered 7,500. In addition, 244 typewriters, of the value of £4,683, were issued to Government Departments.

Paper.—Stocks throughout the year have been kept well up to the required standard, although new contracts and other special work taken in hand throughout the year have required an additional 200 tons of material, severely taxing the storage accommodation. Prices for the main supply of paper have been satisfactory, showing a further decline on those of last year, the purchase amounting to £75,950, and the issues to £45,593, comprising 73,000 packages of paper and boards, and 11,000,000 envelopes.

Machinery.—The work of the Department having so largely increased special attention has been directed to the introduction of up-to-date automatic machinery. Several machines of this class are now in operation in the Letterpress Machine Branch.

These machines are capable of turning out the work at a very much faster rate than under the system of hand feeding. Several of the oldest machines, which have been in use for a considerable time, have been disposed of at very satisfactory prices.

Accommodation.—The lack of the necessary accommodation is causing a great deal of anxiety, in that the work cannot be handled in a less expensive and more expeditious manner. As the work required of the Department is rapidly increasing, the question of providing more accommodation should receive urgent consideration.

Finance.—The year's working has resulted in a profit of £3,245 16s. 3d. after allowing for interest on capital and full depreciation. The profit is over £10,000 less than that of the previous year, but the cost of printing to Departments has been correspondingly reduced. This Department is not aiming at making a large profit, but it is necessary in case of emergency to have a certain margin to work upon, and in proportion to the value of the capital employed in the business this amount of profit does not appear unreasonable.

Staff.—I have pleasure in testifying to the whole-hearted services of those holding responsible positions, while the staff generally has worked well.

I have, &c.,

W. A. G. SKINNER,

Government Printer.

The Hon. the Minister in Charge.

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1926.

Dr.	Per Cent.		£	s.	d.	Cr.	Per Cent.		£	s.	d.
	1925.	1926.					1925.	1926.			
To Office salaries	2-12	2-27	5,395	2	8	By Balance from Trading Account	16-03	12-14	28,881	5	2
Repairs and alterations to building and plant	0-52	0-44	1,044	1	4	Storing and handling stationery for other Government Departments	0-28	0-26	630	12	10
Postages and telegrams	0-51	0-65	1,525	7	6	Commission on sales of publications	1-32	1-22	2,921	5	2
Freight (outward)	0-44	0-59	1,415	3	0	Rent receivable	0-10	0-09	236	0	0
Insurance	0-06	0-05	117	5	5						
Exchange	0-01	0-01	16	19	0						
Discounts allowed	0-02	0-04	87	5	6						
Telephones (rental)	0-18	0-06	135	3	6						
Medical services	0-05	0-06	143	18	6						
Lighting (proportion)	0-02	0-02	40	0	0						
Proportion rent, High Commissioner's Office	0-07	0-11	260	0	0						
Office expenses	0-20	0-19	467	19	5						
Audit fee	0-02	0-02	50	0	0						
Wages—Charwomen and watchmen	1-01	0-93	2,230	11	10						
Interest on capital	4-31	4-14	9,865	13	0						
Depreciation	2-08	2-78	6,628	16	3						
Loss on sale (book value) printing-machine	0-02						
Balance carried down	6-09	1-35	3,245	16	3						
	17-73	13-71	£32,669	3	2		17-73	13-71	£32,669	3	2
						By Balance brought down			£3,245	16	3

NOTE—Interest at the rate of $4\frac{1}{2}$ per cent. has been charged on capital for which the Department has no parliamentary appropriation.

TREASURY ADJUSTMENT ACCOUNT.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Balance carried down	18,174	6	9	By Interest on Capital Account	9,865	13	0
				Balance, Receipts and Payments Account	8,308	13	9
	£18,174	6	9		£18,174	6	9
				By Balance brought down	£18,174	6	9

BALANCE-SHEET AS AT 31ST MARCH, 1926.

<i>Liabilities.</i>				£	s.	d.	<i>Assets.</i>				£	s.	d.
Capital Account	219,236	14	6	Buildings	46,000	0	0
Sundry creditors	11,259	11	9	Land	60,600	0	0
Wages accrued	316	8	6	Plant and machinery—						
Bad debts reserve	215	15	2	Composing plant	..	9,086	13	8		
Stock—Suspense Account	17	15	3	Printing plant	..	15,915	18	9		
Depreciation Reserve Account	11,282	2	3	Binding plant	..	9,589	3	11		
Treasury Adjustment Account..	18,174	6	9	Litho and photo plant	..	3,547	11	7		
Balance, Profit and Loss Account	3,245	16	3	Stereotype plant	..	673	1	0		
							Engine-room plant	..	1,627	17	8		
							Miscellaneous plant	..	1,675	0	0		
											42,115	6	7
							Motor-van	735	0	0
							Type	7,260	4	1
							Furniture, fittings, and office equipment	2,017	14	9
							Accessories—						
							Composing Branch	..	3,284	16	8		
							Printing and Binding Branches	..	512	10	11		
							Litho Branch	..	223	15	11		
							Stereotype Branch	..	8	17	6		
							Paper-store	..	7	7	4		
							Engine-room	..	6	5	6		
											4,043	13	10
							Sundry debtors	43,713	16	5
							Writing off Suspense Account	27	7	3
							Suspense Account, s.s.						
							“Kent”	2,673	0	1
							Work in progress	9,170	14	2
							Stock on hand..	45,391	13	3

H. M. C. ROBERTSON, Accountant.

I hereby certify that the Receipts and Payments 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, and subject to the above Departmental note.—J. H. FOWLER, Deputy Controller and Auditor-General.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED 31ST MARCH, 1926.

—	Printing.	Stationery.	—	Printing.	Stationery.
	£ s. d.	£ s. d.		£ s. d.	£ s. d.
Advertising Office ..	51 13 0	25 17 2	N.Z. Naval Adviser ..	254 12 5	362 10 0
Agriculture ..	3,242 0 11	1,371 1 7	N.Z. Meat Produce Board ..	7 18 3	21 14 7
Audit Office ..	225 12 7	317 16 6	Patents ..	1,848 9 5	102 10 8
Bankruptcy ..	121 8 10	119 9 0	Pensions ..	1,235 15 0	477 10 8
British Empire Exhibition ..	891 16 6	..	Police ..	3,394 16 5	2,160 6 3
Census and Statistics ..	8,738 8 11	286 0 8	Post and Telegraph, Head Office ..	12,079 13 8	64 19 2
Cook Islands Administration ..	122 6 11	378 11 2	Post and Telegraph Stores ..	21,533 8 2	1,009 19 3
Crown Law Office ..	373 1 9	70 13 1	Prime Minister's Office ..	222 17 2	111 14 0
Customs ..	833 4 7	1,136 15 10	Prisons ..	504 5 2	697 18 0
Defence ..	3,338 3 10	1,831 1 2	Public Service Commissioner ..	123 8 4	130 0 6
Dominion Laboratory ..	246 2 10	78 0 11	Public Service Superannuation Board ..	92 10 3	21 0 9
Education—			Public Trust Office ..	3,728 3 6	659 7 6
Head Office ..	4,696 0 1	1,655 7 4	Public Works ..	5,189 17 7	6,876 1 6
Examination Branch ..	1,258 16 9	12 15 11	Railways—		
School Journal ..	5,725 4 11	0 5 3	Head Office ..	3,666 1 9	136 8 4
Teachers' Superannuation Fund ..	85 2 0	7 8 6	Accountant ..	353 1 6	11 4 8
Electoral ..	2,398 14 9	1,158 5 3	Chief Engineer ..	7 14 3	1 11 6
External Affairs ..	283 8 9	74 14 2	District Traffic Manager ..	451 14 11	..
Friendly Societies ..	68 9 4	..	Day tickets ..	998 16 8	..
Gazette ..	7,887 14 8	7 4 6	Mechanical Engineer ..	68 7 6	0 4 5
Geological Survey ..	532 12 9	34 18 2	Stationery Clerk ..	19,995 11 5	1,098 18 2
Government House ..	207 11 4	40 9 9	Stores, Petone ..	2 14 6	715 14 10
Government Life Insurance ..	1,409 12 10	442 1 4	Ticket Printer ..	1,834 14 10	..
Health ..	2,820 0 11	1,095 1 7	Time-table ..	2,355 19 3	..
Hector Observatory ..	39 1 3	5 8 10	Registrar-General ..	805 19 11	324 16 3
House of Representatives—			Samoan Administration ..	552 1 9	614 2 1
Appendices to the Journals ..	6,922 7 10	..	Stamp Duties ..	1,497 12 4	814 9 6
Bills ..	1,528 9 5	..	State Advances ..	1,381 16 1	1,052 18 7
Hansard ..	5,309 8 3	1 5 0	State Coal—		
Journals ..	6 12 10	..	Head Office ..	29 19 0	..
Miscellaneous	9 15 0	Christchurch Depot	25 1 4
Order Paper ..	548 7 5	..	Greymouth Depot ..	78 16 1	58 18 11
Statutes ..	2,204 14 4	..	Wanagnui Depot	5 11 5
Head Office ..	1,911 7 7	645 8 7	Wellington Depot ..	2 0 0	81 18 10
Immigration ..	211 3 4	75 17 8	State Forest Services ..	1,130 1 5	713 15 1
Industries and Commerce ..	340 8 11	120 2 8	State Fire and Accident Insurance ..	1,582 18 9	899 10 10
Internal Affairs ..	6,622 18 4	1,288 11 2	Stores Control Board ..	29 12 6	26 15 8
Internal Affairs, Minister's Office ..	271 1 0	638 13 8	Surveyors' Board ..	22 2 2	0 2 8
Journal of Agriculture ..	2,246 14 11	..	Tourist ..	1,363 8 11	353 9 11
Justice ..	1,744 16 10	3,007 9 7	Treasury ..	4,141 1 5	473 11 11
Kahiti ..	1,671 7 7	..	Valuation ..	624 7 6	470 13 10
Labour ..	1,866 0 5	548 18 4	Totals ..	188,535 13 6	45,666 1 6
Lands and Deeds ..	1,183 9 7	1,280 4 4			
Land and Income Tax ..	1,696 18 11	664 2 7			
Land for Settlements ..	3 2 0	7 18 8			
Lands and Survey ..	6,834 2 4	4,383 17 9			
Law Drafting ..	6 8 0	16 16 0			
Legislative Council—					
Journals ..	184 1 0	..			
Miscellaneous ..	127 4 11	75 19 3			
Order Paper ..	81 6 6	..			
Maori Ethnological Research Board ..	556 10 0	9 0 0			
Marine ..	2,447 0 11	540 14 7			
Mental Hospitals ..	806 8 8	541 5 3			
Mines ..	353 5 4	259 6 7			
Museum, Dominion ..	838 17 2	110 19 0			
National Provident Fund ..	363 7 7	141 4 10			
Native ..	706 13 1	490 10 4			
Native Trust Office ..	151 17 9	83 1 5			

SUMMARY.		
1925—April ..	10,151 5 6	1,830 1 7
May ..	15,951 6 3	3,355 0 4
June ..	16,067 5 1	4,315 12 1
July ..	16,680 3 7	3,812 11 6
August ..	12,901 16 11	4,257 3 11
September ..	19,941 17 8	4,468 16 10
October ..	15,094 5 9	4,491 13 1
November ..	15,270 19 11	3,905 9 6
December ..	15,346 8 1	3,466 3 8
1926—January ..	10,973 2 1	2,581 15 2
February ..	15,363 8 11	4,465 8 8
March ..	24,793 13 9	4,716 5 2
Totals ..	188,535 13 6	45,666 1 6

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1925, TO 31ST MARCH, 1926.

Description.	Sheets.	Stamps.	Value.
			£ s. d.
Postage ..	883,013	193,374,612	1,019,055 7 0
Postal notes ..	246,200	2,462,000	16,714 19 2
Post-cards ..	102,560	1,640,960	3,415 12 11
Letter-cards ..	195,832	2,349,980	9,767 1 8
Duty ..	11,620	1,376,018	2,221,998 0 0
Wrappers ..	49,238	393,904	983 5 0
Railways ..	16,000	1,630,000	39,750 0 0
Embossed envelopes ..	3,007	3,000	6 5 0
Impressed	4,655,961	44,812 9 1
	1,507,500	207,886,435	3,356,502 19 10

Approximate Cost of Paper.—Preparation, not given; printing (500 copies), £7 10s.