

1930.
NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1930.

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

SIR,—

Printing and Stationery Department, Wellington, 23rd July, 1930.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1930.

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 529, and the amount received from subscribers and sales £2,981.

Hansard.—The number printed of each issue for session 1929 was 7,000, the number of subscribers 204, and the amount received from subscribers and sales £218.

Stamp-printing.—Stamps to the value of £4,188,036, postal notes to the value of £26,805, and Post Office investment certificates to the value of £1,000 were printed.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 47,259, of which 2,876 were nickel-plated, the weight being 33,263 lb. The number of electrotypes was 1,093, and the weight 134 lb.

Rubber Stamps.—The number of rubber stamps made was 891.

Railway Tickets.—6,346,965 railway tickets were printed, the largest number (906,067) being printed in October.

Work of the Year.—All branches of the Department have been kept fairly busy throughout the year.

The Photo-litho and Process Engraving Branch dealt with 100 maps of survey districts, 14 city, borough, and county maps, 74 sale plans, and 331 miscellaneous maps, plans, cheque forms, debenture forms, and diagrams. 2,175 process and line blocks were made, in addition to 580 bromide prints, 20 enlargements, 81 lantern-slides, and 72 blue prints.

The Stationery Office dealt with 14,115 requisitions for stationery, the total sales amounting to £42,455. These requisitions comprised 126,742 items, and, in addition to parcels, 2,875 cases of stationery were despatched. Cash orders numbered 6,509. In addition, 185 typewriters, of the value of £3,325, were issued.

Paper.—Stocks throughout the year have been well maintained, prices being approximately the same as last year. The issues for the year amounted to £46,198, comprising 86,812 packages of paper and boards, and 15,825,000 envelopes.

Machinery.—There has not been any extensive addition to plant during the year. A machine specially designed for producing telegram-forms and manufactured by a British firm from specifications supplied by the Department was installed and is giving very satisfactory service. Several printing and binding machines have been in constant use for the past twenty-five years, and will require to be replaced in the near future.

Accommodation.—The accommodation at the present time is inadequate, the requirements of the Department being far in excess of the space available.

Finance.—The year's working has resulted in a profit of £7,611 18s. 11d., after charging interest on capital and depreciation in full.

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, 1930.

<i>Dr.</i>			<i>Cr.</i>		
	£	s. d.		£	s. d.
To Office salaries	6,577	5 7	By Balance transferred from Trading Account ..	38,451	16 3
Repairs and alterations to buildings and plant ..	779	12 9	Storage and handling stationery, &c., for other ..		
Postages and telegrams	1,483	19 6	Government Departments	613	9 2
Freight (outward)	2,048	19 9	Commission on sales of publications.. ..	2,700	11 4
Insurance	166	3 6	Rents receivable	361	0 0
Exchange	9	18 7	Interest receivable	33	15 0
Discounts allowed	92	4 9			
Telephones (rental)	124	12 6			
Medical services	151	3 7			
Lighting (proportion)	40	0 0			
Proportion of rent, &c., High Commissioner's ..					
Office	360	0 0			
Office expenses	484	17 2			
Sundry trade expenses	434	10 8			
Audit fee	100	0 0			
Wages—Charwomen, watchmen, &c.	2,109	6 6			
Interest on capital	10,204	17 8			
Depreciation	8,982	6 8			
Loss on disposal of machinery, &c.	109	4 9			
Grants in lieu of leave of absence	289	8 11			
Balance carried down	7,611	18 11			
	£42,160	11 9		£42,160	11 9
			By Balance brought down	£7,611	18 11

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.

BALANCE-SHEET AS AT 31ST MARCH, 1930.

<i>Liabilities.</i>			<i>Assets.</i>		
	£	s. d.		£	s. d.
Capital Account—			Land	60,600	0 0
Public Works Fund	108,214	3 11	Buildings	47,614	3 11
Consolidated Fund	118,642	13 6	Plant and machinery—		
	226,856	17 5	Composing plant	898	18 9
Creditors—			Monotype plant	11,216	5 0
Departmental	2,326	16 9	Addressograph plant	659	15 0
Sundry	3,185	10 3	Printing plant	26,433	5 11
			Binding plant	12,079	3 6
Wages accrued			Litho plant	3,161	4 1
Bad Debts Reserve			Photo plant	1,740	11 4
Depreciation Reserve	42,395	0 6	Stereotype plant	1,739	14 6
Writing-off Suspense Account			Engine-room plant	1,528	2 9
Balance, Profit and Loss Account	7,611	18 11	Miscellaneous plant	6,636	4 2
				66,093	5 0
			Furniture, fittings, and office equip- ment	2,274	13 6
			Type	9,175	8 2
			Accessories—		
			Composing Branch	3,488	16 3
			Monotype Branch	102	15 6
			Addressograph Branch	48	0 0
			Printing Branch	100	15 5
			Binding Branch	763	12 2
			Litho Branch	208	4 6
			Photo Branch	60	13 9
			Stereotype Branch	16	11 8
			Engine-room	63	4 3
			Paper-store	53	10 4
				4,906	3 10
			Debtors—		
			Departmental	16,706	12 9
			Sundry	2,361	17 9
				19,068	10 6
			Work in progress	17,720	17 1
			Old stores for disposal		5 15 0
			Stock on hand	37,913	19 10
			Assets to be written off	125	1 11
			Treasury Adjustment Account	20,238	9 3
				£285,736	8 0
	£285,736	8 0			

NOTE.—Public Works Department administration expenses (£8) are included, for which the Department possesses no parliamentary appropriation.

E. V. PAUL, A.R.A.N.Z., Accountant.

I hereby certify that the Receipts and Payments, Trading, and Profit and Loss Accounts, 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, subject to the above departmental notes.—J. H. FOWLER, Deputy Controller and Auditor-General.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1930.

Office or Department.	Value of Printing.	Value of Stationery.	Office or Department.	Value of Printing.	Value of Stationery.
	£ s. d.	£ s. d.		£ s. d.	£ s. d.
Advertising	7 15 6	0 7 0	Native	630 16 4	693 11 8
Agriculture—			Native Trust	139 15 0	82 16 7
Head Office	3,873 10 5	1,848 3 1	Naval Defence	227 4 2	712 12 6
<i>Journal</i>	2,410 13 0	New Zealand Meat Pro-	389 17 3	26 10 11
Audit	213 15 6	284 17 6	ducers' Board
Bankruptcy	167 17 4	160 6 3	Patents	1,581 5 8	165 14 0
Board of Maori Arts	6 7 5	Pensions	1,369 11 2	389 8 2
Census and Statistics	8,224 10 11	289 13 11	Police	2,856 2 6	2,067 10 8
Cook Islands	185 11 10	215 2 2	Post and Telegraph—		
Crown Law	53 8 8	110 0 1	Head Office	22,270 17 11	59 2 3
Customs	729 9 9	803 1 11	Stores	22 9 6	309 2 1
Defence	2,733 13 8	1,554 6 2	Stores Division	21,947 12 2	483 15 3
Dominion Laboratory	218 1 7	59 18 1	Prime Minister's Office ..	261 19 11	180 8 10
Dominion Observatory	35 12 3	13 9 5	Prisons	480 17 6	515 3 2
Education—			Public Service Commis-	121 7 0	121 6 5
Head Office	5,539 16 7	2,253 17 11	sioner
Examination Branch	1,401 9 6	25 13 8	Public Service Superan-	72 5 9	33 10 3
<i>School Journal</i>	5,664 3 7	0 6 3	nuation
Teachers' Superannua-	124 6 10	5 3 6	Public Trust	4,063 18 11	1,389 9 2
tion Fund	Public Works	5,681 0 8	8,568 1 0
Electoral	414 6 2	129 0 8	Railways—		
External Affairs	141 8 3	67 3 2	Head Office	5,531 5 8	599 2 3
Friendly Societies	66 9 3	Accountant	35 5 0	11 15 7
<i>Gazette</i>	8,001 16 0	0 11 0	Bus Manager	108 1 6
Geological Survey	20 14 0	24 5 1	Chief Engineer	6 17 0
Government Actuary	61 18 6	21 17 1	Chief Mechanical Engi-	12 10 0
Government Life Insurance	1,456 18 6	302 15 3	neer
Government House	163 0 4	34 17 11	Day tickets	794 3 3
Health	2,883 18 2	1,244 0 8	District Traffic Manager	1,940 1 7
House of Representatives—			Stationery Clerk	18,085 3 5	1,649 4 5
Head Office	446 12 7	483 12 9	Stores, Petone	2 1 6	544 6 11
Appendices to Journals	5,880 18 5	Ticket-printer	940 3 4
Ballamy's	19 14 8	Time-table	1,421 9 11
Bills	1,015 3 0	Registrar-General	844 4 10	258 9 6
<i>Hansard</i>	7,485 9 2	2 3 9	Rural Intermediate Credit	494 16 5	12 0 4
Library	543 8 6	14 9 1	Board
<i>Journal</i>	322 11 4	Samoan Affairs	104 5 8	308 16 8
Order Paper	758 11 3	Scientific and Industrial	1,572 7 0	270 0 0
Statutes	1,238 14 8	0 1 6	Research
Immigration	31 11 10	39 17 5	Stamp Duties	873 11 3	789 7 1
Industries and Commerce	90 14 4	122 19 0	State Advances	869 11 10	642 8 9
Internal Affairs—			State Coal—		
Head Office	4,627 3 1	1,160 12 4	Head Office	106 11 5
Ministers' Offices	432 1 6	870 5 6	Christchurch	102 7 0	12 17 4
Justice	1,622 6 7	2,400 18 6	Dunedin	0 14 4
<i>Kahiti</i>	1,912 6 4	Greymouth	84 10 5	67 13 8
Labour	1,939 1 8	828 11 7	Wanganui	3 0 0	4 7 5
Land and Deeds	814 14 11	624 5 7	Wellington	38 7 4	50 10 6
Land and Income Tax	1,177 15 8	642 2 9	State Fire Insurance	1,412 14 4	792 19 0
Lands and Survey	6,079 13 3	3,867 13 4	State Forest Service	751 8 3	1,052 18 8
Law Drafting	12 18 6	8 17 5	Stores Control Board	685 6 7	31 18 11
Legislative Council—			Survey Board of New Zea-	75 11 9
Head Office	161 15 5	45 5 4	land
Journals	111 5 8	Tourist	1,384 7 8	362 8 11
Order Paper	85 4 6	Transport	61 12 6	258 9 1
Bills	113 2 6	Treasury—		
Marine	1,576 3 10	630 2 11	Head Office	3,553 8 5	449 6 8
Mental Hospitals	702 0 7	723 19 8	Debentures	426 2 10
Mines	285 13 11	219 6 3	Valuation	805 8 2	476 2 7
Museum, Dominion	201 15 10	75 16 3			
National Provident Fund	365 3 10	163 8 2	Totals	190,039 2 5	46,756 14 0

SUMMARY.

1929—April	11,952 7 7	1,756 13 2	November	17,196 19 11	4,178 4 1
May	16,338 13 9	5,734 13 6	December	13,883 3 8	3,351 6 9
June	13,153 17 11	2,887 14 10	1930—January	11,417 12 2	2,478 5 6
July	12,999 17 8	4,405 16 9	February	15,510 16 8	4,937 16 1
August	17,655 12 1	3,797 12 7	March	28,221 10 7	4,340 15 9
September	14,067 6 9	4,766 16 5			
October	17,641 3 8	4,120 18 7	Totals	190,039 2 5	46,756 14 0

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1929, TO 31ST MARCH, 1930.

Description.	Sheets.	Stamps.	Value.
			£ s. d.
Postage	984,287	214,691,642	1,269,245 10 2
Postal notes	398,710	3,987,100	26,805 0 3
Post-cards	155,000	2,450,000	5,093 13 2
Letter-cards	243,333	2,920,000	12,084 14 8
Duty	7,562	896,376	2,833,878 0 0
Newspaper-wrappers	90,000	720,000	1,798 2 0
Railways	5,000	600,000	15,000 0 0
Embossed envelopes	27,000	27,000	56 5 0
Impressed	5,257,814	50,880 2 10
Totals	1,910,892	231,549,932	4,214,841 8 1

POST OFFICE INVESTMENT CERTIFICATES PRINTED: Sheets, 125; Certificates, 1,000; Value, £1,000.

Approximate Cost of Paper.—Preparation, not given; printing (425 copies), £6 10s.

By Authority: W. A. G. SKINNER, Government Printer, Wellington.—1930.