

1931.  
NEW ZEALAND.

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# PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31ST MARCH, 1931.

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

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SIR,—

Printing and Stationery Department, Wellington, 27th June, 1931.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1931.

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 499, and the amount received from subscribers and sales £2,973.

*Hansard*.—The number printed of each issue for session 1930 was 7,075, the number of subscribers 156, and the amount received from subscribers and sales £189.

*Stamp-printing*.—Stamps to the value of £2,753,814, postal notes to the value of £29,214, and Post Office investment certificates to the value of £46,961 were printed.

*Stereo and Electro Plates*.—The number of stereo-plates cast during the year was 44,524, of which 2,270 were nickel-plated, the weight being 29,181 lb. The number of electrotypes was 669, and the weight 145 lb.

*Rubber Stamps*.—The number of rubber stamps made was 1,893.

*Railway Tickets*.—4,867,899 railway tickets were printed, the largest number (797,619) being printed in October.

*Work of the Year*.—A falling-off in the volume of work, particularly during the last quarter of the year, necessitated a reduction in staff, and the present indications are that, apart from sessional work, the position will not improve for some time.

The Photo-litho and Process Engraving Branch dealt with 32 maps of survey districts, 5 city and county maps, 90 sale plans and posters, and 299 miscellaneous maps, plans, cheque forms, debenture forms, and diagrams. 2,655 half-tone, line, and three-colour blocks were made, in addition to 343 bromide prints, and 59 lantern-slides.

The Stationery Office dealt with 13,088 requisitions for stationery and publications, the total sales amounting to £38,712. These requisitions comprised 120,763 items, and, in addition to parcels, 3,065 cases of stationery were despatched. Cash orders numbered 6,839. In addition, 138 type-writers, of the value of £2,256, were issued.

*Paper*.—Purchases of paper throughout the year were made at very satisfactory prices showing a decline on those of last year. The issues for the year amounted to £44,175, comprising 88,212 packages of paper and boards and 14,640,000 envelopes.

*Machinery*.—Apart from several small additions to plant, the installation of new machinery was confined to replacements necessary to maintain efficiency. The folding-machines in the Binding Branch are obsolete, but replacement has been deferred. Several old machines were disposed of at satisfactory prices.

*Accommodation*.—The work of installing a new heating system consequent upon the breaking-down of the old steam-heating system was commenced during the year. This necessitates a small addition to the building, and will provide a little more accommodation.

*Finance*.—The year's working has resulted in a profit of £4,378 2s. 2d., after charging interest on capital and depreciation in full. The result is satisfactory.

*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, 1931.

<i>Dr.</i>	£	s.	d.	<i>Cr.</i>	£	s.	d.
To Office salaries .. .. .	7,106	16	8	By Balance transferred from Trading Account ..	34,532	10	1
Repairs and alterations to buildings and plant..	547	14	5	Storing and handling stationery, &c., for other			
Postages and telegrams .. .. .	1,313	18	4	Government Departments .. .. .	1,015	1	0
Freight and cartage (outward) .. .. .	2,173	8	1	Commission on sales of publications..	2,555	5	4
Insurance .. .. .	193	16	3	Rents receivable .. .. .	329	15	0
Exchange .. .. .	6	1	2	Interest receivable .. .. .	14	19	0
Discounts allowed .. .. .	89	10	1				
Telephones (rental) .. .. .	118	2	6				
Medical services .. .. .	111	19	7				
Lighting, &c. (proportion) .. .. .	53	0	0				
Proportion of rent, &c., High Commissioner's							
office .. .. .	360	0	0				
Office expenses .. .. .	423	4	3				
Sundry trade expenses .. .. .	466	10	4				
Audit fee .. .. .	100	0	0				
Wages—Charwomen, watchmen, &c. .. .. .	2,067	5	5				
Interest on capital .. .. .	9,639	9	10				
Depreciation .. .. .	8,998	3	0				
Loss on disposal of machinery, &c. .. .. .	149	19	2				
Compassionate allowance to widow of deceased							
officer.. .. .	125	0	0				
Grant in lieu of leave of absence .. .. .	25	9	2				
Balance carried down .. .. .	4,378	2	2				
	£38,447	10	5		£38,447	10	5
					£	s.	d.
				By Balance brought down .. .. .	4,378	2	2

NOTE.—Interest at the rate of 4½ per cent. has been charged on capital for which the Department has no parliamentary appropriation.

BALANCE-SHEET AS AT 31ST MARCH, 1931.

<i>Liabilities.</i>	£	s.	d.	£	s.	d.	<i>Assets.</i>	£	s.	d.
Capital Account—							Land .. .. .	60,600	0	0
Public Works Fund .. .. .	109,587	17	2				Buildings .. .. .	48,987	17	2
Consolidated Fund .. .. .	105,996	17	2				Plant and machinery—			
				215,584	14	4	Composing plant .. .. .	953	14	9
Creditors—							Monotype plant .. .. .	11,226	7	9
Departmental .. .. .	2,060	4	6				Addressograph plant .. .. .	624	15	0
Sundry .. .. .	2,703	0	0				Printing plant .. .. .	26,558	6	3
				4,763	4	6	Binding plant .. .. .	12,195	3	4
Wages accrued .. .. .				559	0	7	Litho plant .. .. .	3,161	4	1
Bad Debts Reserve .. .. .				194	13	6	Photo plant .. .. .	1,687	18	4
Depreciation Reserve .. .. .				51,028	12	8	Stereotype plant .. .. .	1,739	14	6
Writing-off Suspense Account .. .. .				191	12	6	Engine-room plant .. .. .	1,363	2	9
Balance, Profit and Loss Account .. .. .				4,378	2	2	Miscellaneous plant .. .. .	6,687	18	7
								66,198	5	4
							Furniture, fittings, and office			
							equipment .. .. .	2,299	18	9
							Type .. .. .	9,194	0	2
							Accessories—			
							Composing Branch .. .. .	3,586	3	3
							Monotype Branch .. .. .	102	15	6
							Addressograph Branch .. .. .	48	0	0
							Printing Branch .. .. .	101	17	2
							Binding Branch .. .. .	762	12	9
							Litho Branch .. .. .	207	12	0
							Photo Branch .. .. .	60	18	11
							Stereotype Branch .. .. .	16	6	2
							Engine-room .. .. .	66	17	9
							Paper-store .. .. .	53	7	10
								5,006	11	4
							Payments in advance .. .. .	1	6	9
							Debtors—			
							Departmental .. .. .	11,462	0	0
							Sundry .. .. .	2,326	14	4
								13,788	14	4
							Work in progress .. .. .	11,021	18	3
							Old stores for disposal .. .. .	2	0	0
							Stock—			
							On hand .. .. .	52,650	19	11
							On consignment .. .. .	28	16	0
								52,679	15	11
							Stock Suspense Account .. .. .	39	18	9
							Assets to be written off .. .. .	151	13	9
							Treasury Adjustment Account .. .. .	6,727	19	9
								£276,700	0	3
								£276,700	0	3

NOTE.—Public Works Department administration expenses (£38) 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.—G. F. C. CAMPBELL, Controller and Auditor-General.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED 31ST MARCH, 1931.

Office or Department.	Value of Printing.			Value of Stationery.	Office or Department.	Value of Printing.			Value of Stationery.
	£	s.	d.	£	s.	d.	£	s.	d.
Advertising .. ..	26	8	6	..	Museum, Dominion ..	181	8	6	62 8 7
Agriculture—					National Provident Fund	310	18	3	147 18 10
Head Office .. ..	2,964	8	11	1,726 11 7	Native .. ..	935	16	4	589 2 7
<i>Journal</i> .. ..	2,176	3	3	..	Native Trust .. ..	360	11	1	114 9 2
Audit .. ..	175	17	3	283 2 11	Naval Defence .. ..	151	2	11	248 13 5
Bankruptcy .. ..	113	9	6	108 14 7	New Zealand Meat Pro-	77	0	0	18 5 11
Board of Maori Arts ..	5	9	1	5 13 8	ducers' Board .. ..	..	..	..	..
Census and Statistics ..	7,199	12	4	220 13 6	Patents .. ..	1,578	6	8	73 8 0
Cook Islands .. ..	331	3	3	312 19 11	Pensions .. ..	1,387	9	9	545 19 5
Crown Law .. ..	75	4	10	97 0 10	Police .. ..	3,209	0	3	1,768 4 3
Customs .. ..	736	9	5	726 12 6	Post and Telegraph—				
Defence .. ..	1,271	5	7	643 4 2	Head Office .. ..	19,965	13	11	49 9 7
Dominion Laboratory ..	146	1	6	42 7 5	Stores .. ..	45	17	9	160 10 2
Dominion Observatory ..	10	1	6	7 10 9	Stores Division .. ..	22,912	9	11	336 16 10
Earthquake Relief Com-	..	..	..	0 12 0	Prime Minister's Office ..	258	9	1	194 7 4
mittee .. ..	..	..	..	..	Prisons .. ..	466	3	2	450 12 9
Education—					Public Service Commis-	171	10	8	85 11 7
Head Office .. ..	10,082	6	2	2,309 7 6	sioner .. ..	..	..	..	..
Examination Branch ..	1,202	17	3	6 19 4	Public Service Superannua-	112	15	0	25 6 11
<i>School Journal</i> ..	5,536	16	4	0 17 3	tion .. ..	..	..	..	..
Teachers' Superannua-	79	5	5	..	Public Trust .. ..	4,246	8	6	1,697 11 2
tion Fund .. ..	..	..	..	..	Public Works .. ..	6,149	8	8	8,838 17 4
Electoral .. ..	284	0	7	86 15 4	Railways—				
External Affairs .. ..	270	12	10	101 7 7	Head Office .. ..	3,136	14	2	249 11 2
Friendly Societies .. ..	72	10	3	..	Accountant .. ..	111	9	0	5 15 3
<i>Gazette</i> .. ..	8,593	13	8	2 0 2	Bus Manager .. ..	2	2	6	..
Geological Survey .. ..	1,215	13	7	16 1 9	Chief Mechanical En-	15	9	6	..
Government Actuary ..	20	2	6	16 10 2	gineer .. ..	..	..	..	..
Government Life Insur-	1,675	5	4	356 14 9	Day tickets .. ..	713	15	6	..
ance .. ..	..	..	..	..	District Traffic Manager	2,239	3	1	..
Government House .. ..	243	10	8	29 16 8	Stationery Clerk .. ..	18,299	3	6	1,583 1 6
Health .. ..	1,988	5	4	915 0 11	Stores, Woburn .. ..	0	10	0	113 7 11
House of Representatives—					Ticket Printer .. ..	1,198	12	4	..
Head Office .. ..	895	13	3	455 0 9	Time-table .. ..	1,083	15	0	..
Appendices to Journals	5,200	14	8	..	Registrar-General .. ..	767	14	2	236 1 7
Bellamy's .. ..	44	10	8	..	Rural Intermediate Credit	509	18	9	9 5 3
Bills .. ..	1,044	11	6	..	Board .. ..	..	..	..	..
<i>Hansard</i> .. ..	6,427	5	8	2 15 3	Samoa Affairs .. ..	206	13	9	418 16 4
Library .. ..	853	7	10	31 11 4	Scientific and Industrial	1,466	16	11	227 3 9
Journals .. ..	292	8	6	..	Research .. ..	..	..	..	..
Order Paper .. ..	793	10	3	..	Stamp Duties .. ..	1,123	13	7	500 5 3
Statutes .. ..	2,298	0	1	..	State Advances .. ..	906	17	0	493 15 8
Immigration .. ..	17	14	8	27 8 0	State Coal—				
Industries and Commerce,	2,588	7	7	451 2 5	Head Office .. ..	3	17	6	..
Tourist, and Publicity	..	..	..	..	Christchurch .. ..	30	16	0	12 6 11
Internal Affairs—					Greymouth .. ..	125	4	2	68 18 1
Head Office .. ..	1,997	18	2	906 17 3	Wanganui .. ..	10	7	6	4 12 5
Ministers' Offices ..	385	9	3	443 5 6	Wellington .. ..	8	7	8	14 6 7
Justice .. ..	1,380	1	1	1,901 16 10	State Fire Insurance ..	1,568	3	7	727 0 9
<i>Kahiti</i> .. ..	1,751	0	5	..	State Forest Service ..	1,204	13	0	981 5 8
Labour .. ..	1,450	8	0	533 11 2	Stores Control Board ..	136	2	6	28 13 7
Land and Deeds .. ..	755	7	2	605 16 0	Survey Board of New Zea-	64	15	5	0 1 0
Land and Income Tax ..	1,998	12	9	509 3 1	land .. ..	..	..	..	..
Lands and Survey .. ..	6,719	18	5	3,496 7 8	Tourist .. ..	128	16	4	85 15 1
Law Drafting .. ..	323	5	9	13 0 5	Transport .. ..	308	12	11	45 14 2
Legislative Council—					Treasury—				
Head Office .. ..	270	7	3	39 13 1	Head Office .. ..	3,442	2	9	394 8 11
Journals .. ..	140	0	10	..	Debentures .. ..	445	17	0	..
Order Papers .. ..	93	14	0	..	Valuation .. ..	582	9	10	528 13 2
Bills .. ..	63	18	0	..					
Marine .. ..	1,649	16	9	564 14 3	Totals .. ..	189,095	7	4	41,120 18 10
Mental Hospitals .. ..	483	9	3	785 3 7					
Mines .. ..	315	15	5	200 3 2					

SUMMARY.

1930—April .. ..	15,274	11	3	1,003	18	10	1930—November ..	11,461	2	6	4,589	4	8
May .. ..	14,824	12	10	4,569	11	4	December .. ..	12,532	15	9	2,898	9	1
June .. ..	13,960	10	8	3,525	19	0	1931—January .. ..	16,516	14	10	2,099	14	6
July .. ..	15,650	8	11	4,716	8	11	February .. ..	15,500	4	1	3,269	5	4
August .. ..	19,182	1	9	3,319	0	6	March .. ..	16,474	17	11	3,142	0	3
September .. ..	19,429	1	3	5,136	6	0							
October.. ..	18,288	5	7	2,851	0	5	Totals .. ..	189,695	7	4	41,120	18	10

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1930, TO 31ST MARCH, 1931.

Description.	Sheets.	Stamps.	Value.
			£ s. d.
Postage .. ..	862,620	186,967,625	1,188,729 9 8
Postal notes .. ..	417,307	4,173,071	29,213 14 0
Post-cards .. ..	167,100	2,025,600	4,346 17 6
Letter-cards .. ..	219,833	2,638,000	11,948 2 4
Duty .. ..	8,535	1,149,357	1,430,338 0 0
Newspaper-wrappers ..	60,000	480,000	1,526 0 0
Railways .. ..	12,000	1,440,000	70,500 0 0
Embossed envelopes ..	67,000	67,000	260 8 0
Impressed .. ..	..	4,739,826	46,165 5 5
Totals .. ..	1,814,395	203,680,479	2,783,027 17 3

POST OFFICE INVESTMENT CERTIFICATES PRINTED: Sheets, 1,375; certificates, 11,000; value, £46,961.

Approximate Cost of Paper.—Preparation, not given; printing (430 copies), £6 10s.