

1932.  
NEW ZEALAND.

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# PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1932.

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

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Printing and Stationery Department, Wellington, 8th August, 1932.

SIR,—

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1932.

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

*Gazette.*—The number printed of each issue was 870, the number of subscribers 463, and the amount received from subscribers and sales £2,709.

*Hansard.*—The number printed of each issue for session 1931 was 7,075, the number of subscribers 133, and the amount received from subscribers and sales £232.

*Stamp-printing.*—Stamps to the value of £9,305,794, and postal notes to the value of £29,638 were printed.

*Stereo and Electro Plates.*—The number of stereo-plates cast during the year was 28,314, of which 1,169 were nickel-plated, the weight being 22,843 lb. The number of electrotypes was 102, and the weight 151 lb.

*Rubber Stamps.*—The number of rubber stamps made was 972.

*Railway Tickets.*—3,313,772 railway tickets were printed, the largest number (505,017) being printed in November.

*Work of the Year.*—There has been a substantial diminution in the volume of work handled, the turnover showing a reduction of approximately £71,500 as compared with that of the previous year. Owing to the unsettled condition of affairs, it is difficult to estimate the future printing and stationery requirements of Departments, but the present indications are that bed-rock has been reached.

The Photo-litho and Process Engraving Branch dealt with 61 maps of survey districts; 7 city, borough, and county maps; 48 sale plans and posters; and 123 miscellaneous maps, plans, cheque forms, debenture forms, and diagrams. 1,905 half-tone, line, and three-colour blocks were made, in addition to 220 bromide prints, 191 lantern-slides, and 75 enlargements.

The Stationery Office dealt with 12,527 requisitions for stationery and publications, the total sales amounting to £30,368. These requisitions comprised 118,024 items, and, in addition to parcels, 2,651 cases of stationery were despatched. Cash orders numbered 7,652. In addition, 60 typewriters of the value of £870 were issued.

*Paper.*—Prices of paper have fallen, and purchases were made at very satisfactory rates. The economical use of paper stocks has been a feature of the year's working. The issues for the year amounted to £27,930, comprising 50,473 packages of paper and boards and 8,143,000 envelopes.

*Machinery.*—The purchase of new and improved folding-machines to replace the obsolete machines at present in use in the Binding Branch is now under consideration. Information is also being obtained in connection with a type-casting machine with a view to installation as a means of eliminating the distribution of foundry type.

*Accommodation.*—The work of erecting the new boiler-house and installing the new central-heating system was completed during the year. The system is giving satisfaction.

*Finance.*—The year's working has resulted in a loss of £3,249 1s. 10d., after charging an amount of £9,596 6s. 6d. as interest on capital.

*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.

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1932.

<i>Receipts.</i>			<i>Payments.</i>		
	£	s. d.		£	s. d.
To Sundry debtors .. ..	176,436	15 8	By Salaries .. ..	69,585	8 11
Publications and publishing .. ..	2,206	13 4	Wages .. ..	20,636	9 10
Sales—			Allowances to officers performing higher duties .. ..	40	16 7
Paper .. ..	0	3 6	Overtime .. ..	511	11 11
Stationery .. ..	4	16 7	Purchases—Paper, stationery, &c. .. ..	32,374	6 6
Second-hand typewriters .. ..	17	12 0	Purchases—Stores, &c. .. ..	3,147	7 7
Stores .. ..	1	13 11	Freight, cartage, insurance, &c. .. ..	5,023	13 3
Waste products .. ..	88	18 8	Machinery (new, and repairs to) .. ..	408	14 5
			Type, &c. .. ..	25	17 6
	113	4 8	Monotype extras .. ..	248	13 4
Refunds—			Fuel, gas, power, light, and water .. ..	2,289	17 10
Salaries and wages .. ..	57	14 5	Medical services .. ..	80	14 9
Exchange .. ..	3	2 11	Office equipment, &c. .. ..	16	11 4
Freight .. ..	1	10 5	Postages and telegrams .. ..	1,134	1 8
Postages .. ..	51	11 10	Telephone services .. ..	125	17 6
	113	19 7	Window-cleaning, rubbish-removal, &c. .. ..	59	8 4
			Proportion of rent, &c., High Commissioner's Office .. ..	340	0 0
			Wages—Charwomen, watchmen, &c. .. ..	1,881	8 9
			Proportion of cost of messengers' uniforms .. ..	19	5 0
			Audit fee .. ..	100	0 0
			Repairs to premises .. ..	96	15 8
			Maintenance of fire-alarms .. ..	57	2 0
			Contingencies .. ..	1	3 6
			Public Works expenditure on buildings, &c.—		
			Erection of boiler-house, &c. .. ..	1,470	14 10
			Installation of heating system .. ..	2,212	9 3
				3,683	4 1
			Refund to Departments for publications, &c., sold .. ..	8,181	3 4
			Balance to Treasury Adjustment Account .. ..	28,800	19 8
				£178,870	13 3
	£178,870	13 3			

## TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1932.

<i>Dr.</i>			<i>Cr.</i>		
	£	s. d.		£	s. d.
To Paper and materials—			By Sales—		
Stock at beginning .. ..	35,236	8 9	Manufacturing .. ..	136,186	6 1
Add purchases .. ..	22,073	10 0	Less work in progress, 31st March, 1931 .. ..	11,021	18 3
	57,309	18 9		125,164	7 10
Less stock on hand, 31st March, 1932 .. ..	27,297	1 9	Add work in progress, 31st March, 1932 .. ..	6,391	13 0
				131,556	0 10
Stationery—			Stationery .. ..	28,451	19 8
Stock at beginning .. ..	14,616	19 8	Publications .. ..	1,916	18 7
Add purchases .. ..	17,633	0 4	Typewriters .. ..	869	18 11
	32,250	0 0		162,794	18 0
Less stock on hand, 31st March, 1932 .. ..	11,465	16 2	Discounts received .. ..	196	3 11
Publications—					
Stock at beginning .. ..	2,528	4 0			
Add purchases .. ..	2,536	9 10			
	5,064	13 10			
Less stock on hand, 31st March, 1932 .. ..	3,950	1 4			
Typewriters—					
Stock at beginning .. ..	298	3 6			
Add purchases .. ..	561	14 6			
	859	18 0			
Less stock on hand, 31st March, 1932 .. ..	47	11 0			
Wages (productive) .. ..	55,424	4 3			
Wages (establishment) .. ..	20,025	9 4			
Wages (Stationery Office) .. ..	5,629	6 2			
Freight (inward) .. ..	3,266	2 10			
Lighting (proportion) .. ..	340	6 1			
Power .. ..	848	18 10			
Fuel .. ..	611	15 10			
Water .. ..	261	3 0			
	86,407	6 4			
Balance transferred to Profit and Loss Account .. ..	23,859	15 3			
	£162,991	1 11		£162,991	1 11

## PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1932.

<i>Dr.</i>			<i>Cr.</i>		
	£	s. d.		£	s. d.
To Office salaries .. .. .	5,744	14 10	By Balance transferred from Trading Account ..	23,859	15 3
Repairs and alterations to buildings and plant..	329	3 3	Storing and handling stationery, &c., for other		
Postages and telegrams .. ..	784	9 9	Government Departments .. ..	1,023	9 9
Freight and cartage (outward) .. ..	2,196	7 8	Commission on sales of publications .. ..	2,647	14 5
Insurance .. .. .	69	8 1	Rents receivable .. .. .	361	0 0
Exchange .. .. .	3	7 6	Interest receivable .. .. .	1	2 8
Discounts allowed .. .. .	96	14 4	Balance carried down .. .. .	3,249	1 10
Telephones (rental) .. .. .	113	5 0			
Medical services .. .. .	77	15 1			
Lighting, &c. (proportion) .. ..	38	0 0			
Proportion of rent, &c., High Commissioner's					
Office .. .. .	340	0 0			
Office expenses .. .. .	371	4 0			
Sundry trade expenses .. .. .	265	7 8			
Audit fee .. .. .	100	0 0			
Wages—Charwomen, watchmen, &c. ..	1,911	13 10			
Interest on capital .. .. .	9,596	6 6			
Depreciation .. .. .	9,084	11 0			
Losses on disposal of machinery, &c. ..	19	15 5			
	£31,142	3 11		£31,142	3 11
	£	s. d.			
To Balance brought down .. .. .	3,249	1 10			

NOTE.—Interest at 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, 1932.

<i>Liabilities.</i>			<i>Assets.</i>		
	£	s. d.		£	s. d.
Capital Account—			Land .. .. .	60,600	0 0
Public Works Fund .. .. .	113,576	19 5	Buildings .. .. .	50,047	14 0
Consolidated Fund .. .. .	103,663	17 1	Plant and machinery—		
		217,240 16 6	Composing plant .. .. .	1,075	2 9
Creditors—			Monotype plant .. .. .	11,320	17 1
Departmental .. .. .	762	18 4	Addressograph plant .. ..	624	15 0
Sundry .. .. .	2,910	18 10	Printing plant .. .. .	26,366	6 3
		3,673 17 2	Binding plant .. .. .	12,268	11 1
Wages accrued .. .. .		759 9 10	Litho plant .. .. .	3,099	14 1
Bad Debts Reserve .. .. .		189 13 3	Photo plant .. .. .	1,781	6 4
Depreciation Reserve .. .. .		59,816 6 2	Stereotype plant .. .. .	1,740	4 6
Writing-off Suspense Account .. ..		62 6 11	Engine-room plant .. ..	1,555	2 9
			Miscellaneous plant .. ..	9,353	11 6
				69,185	11 4
			Furniture, fittings, and office equipment ..	2,305	16 4
			Type .. .. .	9,220	5 2
			Accessories—		
			Composing Branch .. ..	3,583	19 2
			Monotype Branch .. ..	104	0 3
			Addressograph Branch ..	48	0 0
			Printing Branch .. .. .	101	8 2
			Binding Branch .. .. .	757	1 1
			Litho Branch .. .. .	207	12 0
			Photo Branch .. .. .	77	14 2
			Stereotype Branch .. ..	16	6 2
			Engine-room .. .. .	67	13 8
			Paper-store .. .. .	53	7 10
				5,017	2 6
			Debtors—		
			Departmental .. .. .	7,215	13 8
			Sundry .. .. .	2,953	6 1
				10,168	19 9
			Work in progress .. .. .	6,391	13 0
			Stock—		
			On hand .. .. .	39,170	0 2
			In transit .. .. .	3,471	16 2
			On consignment .. .. .	118	13 11
				42,760	10 3
			Stock Suspense Account .. ..	52	4 11
			Assets to be written off .. ..	10	2 0
			Treasury Adjustment Account .. ..	22,733	8 9
			Balance, Profit and Loss Account .. ..	3,249	1 10
				£281,742	9 10
				£281,742	9 10

NOTE.—The following charges are included for which the Department possesses no parliamentary appropriation: (a) Proportion of cost of raising Public Works loans, £105; (b) Public Works Department administration expenses, £212.

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, 1932.

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 .. ..	31	7	7	0	4	6	Museum, Dominion ..	61	9	6	49	13	11
Agriculture—							National Provident Fund	158	7	8	149	15	3
Head Office .. ..	2,025	9	10	1,301	6	10	Native .. ..	982	12	9	709	18	4
<i>Journal</i> .. ..	1,850	13	3	..	..	..	Native Trustee .. ..	365	16	2	87	5	10
Audit .. ..	196	11	5	238	19	10	Naval Defence .. ..	187	18	1	213	8	3
Bankruptcy .. ..	65	7	5	115	19	2	New Zealand Meat Pro- ducers' Board	31	19	5	12	2	9
Board of Maori Arts ..	3	2	8	..	..	..	Patents .. ..	1,159	0	0	73	3	2
Census and Statistics ..	4,992	5	4	143	8	0	Pensions .. ..	1,247	2	11	354	5	1
Cook Islands .. ..	140	5	11	270	0	4	Police .. ..	2,435	10	4	1,868	8	6
Crown Law .. ..	76	11	10	141	8	1	Post and Telegraph—						
Customs .. ..	367	9	0	559	19	0	Head Office .. ..	13,870	10	9	88	16	8
Defence .. ..	722	17	6	552	13	0	Stores .. ..	7	11	5	97	3	10
Dominion Laboratory ..	47	12	8	29	2	0	Stores Division ..	9,064	6	2	66	3	0
Dominion Observatory ..	11	6	5	3	9	5	Prime Minister's Office ..	179	1	10	121	9	7
Education—							Prisons .. ..	259	11	1	401	0	1
Head Office .. ..	3,039	10	3	1,651	15	5	Public Service Commis- sioner	119	13	6	113	7	8
Examination Branch ..	614	7	7	16	17	0	Public Service Superannua- tion	72	15	11	33	9	1
<i>School Journal</i> .. ..	3,601	8	7	..	..	..	Public Trust .. ..	2,682	1	8	1,215	15	3
Teachers' Superannua- tion Fund	62	12	6	0	6	6	Public Works .. ..	3,481	12	6	5,998	0	5
Electoral .. ..	855	15	9	884	18	6	Railways—						
External Affairs .. ..	146	1	4	23	13	8	Head Office .. ..	4,031	0	6	146	5	8
Friendly Societies ..	57	8	1	..	..	..	Accountant .. ..	125	7	7	0	19	3
<i>Gazette</i> .. ..	7,840	10	7	..	..	..	Bus Manager .. ..	111	5	0	1	9	1
Geological Survey .. ..	33	4	4	20	17	3	Chief Mechanical En- gineer	3	8	6	0	6	0
Government Actuary ..	23	4	5	13	10	6	Day tickets .. ..	465	6	1	..	..	..
Government Life Insur- ance	1,450	15	3	318	16	7	District Traffic Manager	2,045	7	8	0	2	6
Government House ..	161	4	5	34	19	11	Stationery Clerk ..	7,346	0	7	401	14	10
Health .. ..	1,216	10	7	767	6	11	Stores—Woburn ..	122	7	8	14	12	11
House of Representatives—							Ticket Printer ..	411	0	10	..	..	..
Head Office .. ..	782	8	2	478	1	8	Time-table .. ..	292	12	6	..	..	..
Appendices to Journals	3,947	18	10	..	..	..	Registrar-General ..	461	12	5	210	2	3
Bellamy's .. ..	141	16	6	0	12	3	Rural Intermediate Credit Board	278	11	10	12	5	6
Bills .. ..	1,089	7	3	..	..	..	Samoan Affairs .. ..	229	6	2	443	5	11
<i>Hansard</i> .. ..	7,570	14	10	0	8	0	Scientific and Industrial Research	1,912	7	7	239	7	1
Journals .. ..	376	16	4	..	..	..	Stamp Duties .. ..	792	8	4	469	10	2
Library .. ..	473	0	5	25	16	2	State Advances .. ..	659	7	11	424	2	3
Order Papers .. ..	898	19	7	..	..	..	State Coal—						
Statutes .. ..	1,863	13	1	..	..	..	Head Office .. ..	56	14	7	1	16	0
Immigration .. ..	16	10	3	17	17	4	Christchurch .. ..	72	0	11	12	2	7
Industries and Commerce, Tourist, and Publicity	3,490	4	5	449	7	10	Greymouth .. ..	49	13	4	43	12	9
Internal Affairs—							Wanganui .. ..	11	10	9	4	3	5
Head Office .. ..	744	7	2	757	14	1	Wellington .. ..	25	0	0	17	8	1
Ministers' Offices ..	341	10	0	396	7	5	State Fire Insurance ..	1,015	3	2	545	12	9
Justice .. ..	1,847	0	11	2,161	13	0	State Forest Service ..	136	13	0	505	5	5
<i>Kahiti</i> .. ..	112	18	5	..	..	..	Stores Control Board ..	119	18	3	15	11	11
Labour .. ..	1,046	7	2	744	16	0	Survey Board of New Zea- land	9	15	9	1	4	8
Land and Deeds .. ..	858	5	11	515	5	9	Transport .. ..	271	17	9	70	9	4
Land and Income Tax ..	1,689	5	6	699	3	3	Treasury—						
Lands and Survey .. ..	3,994	14	4	3,151	5	4	Head Office .. ..	2,879	14	2	338	4	1
Law Drafting .. ..	7	12	11	10	11	5	Debentures .. ..	227	14	4	..	..	..
Legislative Council—							Unemployment Board ..	1,396	18	9	294	12	5
Head Office .. ..	341	1	1	61	14	9	Valuation .. ..	275	11	8	300	0	7
Bills .. ..	214	11	4	..	..	..	Totals .. ..	125,867	9	9	34,049	18	4
Order Papers .. ..	94	13	7	..	..	..							
Maori Ethnological Re- search Board	..	..	..	197	2	6							
Marine .. ..	1,421	9	7	334	11	3							
Mental Hospitals .. ..	443	12	6	592	10	1							
Mines .. ..	221	15	11	197	13	9							

## SUMMARY.

1931—April .. ..	11,134	7	8	3,815	0	2	1931—November .. ..	10,503	13	7	2,404	5	7
May .. ..	9,624	7	3	3,747	11	7	December .. ..	8,930	9	0	2,337	18	5
June .. ..	12,408	13	11	2,423	12	1	1932—January .. ..	11,972	8	8	1,870	8	5
July .. ..	12,141	14	7	2,251	6	7	February .. ..	7,738	14	11	3,051	7	0
August .. ..	9,280	9	8	3,887	3	11	March .. ..	13,080	4	3	2,477	10	3
September .. ..	9,784	18	2	2,935	10	3	Totals .. ..	125,867	9	9	34,049	18	4
October .. ..	9,267	8	1	2,848	4	1							

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1931, TO 31ST MARCH, 1932.

Description.	Sheets.	Stamps.	Value.
			£ s. d.
Postage .. ..	710,489	154,849,406	1,231,151 10 0
Postal notes .. ..	337,016	3,370,160	29,638 19 2
Post-cards .. ..	611,000	1,256,000	3,946 2 1
Letter-cards .. ..	65,666	788,000	6,510 16 8
Duty .. ..	8,761	1,342,596	6,684,279 0 0
Unemployment-relief ..	62,000	14,779,200	1,266,854 0 0
Newspaper-wrappers ..	20,000	160,000	726 2 0
Railways .. ..	18,000	2,160,000	69,000 0 0
Embossed envelopes ..	49,619	49,586	206 12 2
Impressed .. ..	..	4,435,057	43,120 14 4
Totals .. ..	1,882,551	183,190,005	9,335,433 16 5

Approximate Cost of Paper.—Preparation, not given; printing (400 copies), £6 2s. 6d.

By Authority: W. A. G. SKINNER, Government Printer, Wellington.—1932.