

1934.
NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT.

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1934.

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

Printing and Stationery Department, Wellington, 31st July, 1934.

SIR,—

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1934.

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

Gazette.—The number printed of each issue was 845, the number of subscribers 407, and the amount received from subscribers and sales £2,342.

Hansard.—The number printed of each issue for session 1933 was 7,225, the number of subscribers 115, and the amount received from subscribers and sales £117.

Stamp-printing.—Stamps to the value of £4,373,470 and postal notes to the value of £24,381 were printed.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 32,673, of which 794 were nickel-plated, the weight being 25,265 lb.

Rubber Stamps.—The number of rubber stamps made was 1,000.

Railway Tickets.—4,716,267 railway tickets were printed, the largest number (684,463) being printed in December.

Work of the Year.—There has been a steady influx of printing orders during the year, with little variation in the volume of work as compared with that of the previous year. A small amount of overtime was worked, but this was kept down to a minimum, and special steps taken to avoid it wherever possible.

The Photo-litho and Process Engraving Branch dealt with 50 maps of survey districts; 11 city, borough, and county maps; 14 sale plans and posters; and 375 miscellaneous maps, plans, cheque forms, debenture forms, and diagrams. 1,378 half-tone, line, and three-colour blocks were made, in addition to 145 bromide prints, 43 blue prints, and 24 lantern-slides.

The Stationery Office dealt with 12,938 requisitions for stationery and publications, the total sales amounting to £35,425. These requisitions comprised 119,368 items, and, in addition to parcels, 2,667 cases of stationery were despatched. Cash orders numbered 7,255. In addition, 121 typewriters of the value of £1,552 were issued.

Paper.—Stocks of all the standard lines have been maintained at prices slightly higher than those of the previous year. Strict economy has been observed throughout the year in the use of paper. The issues for the year amounted to £28,949, comprising 56,767 packages of paper and boards and 4,661,500 envelopes.

Machinery.—A "Camco-Rosback" stitching-machine was installed during the year, and has greatly increased the efficiency of this section of the work. Two old machines, which were in use for many years, were disposed of during the year at satisfactory prices.

Accommodation.—The lack of necessary storage space for paper stocks is causing a great deal of inconvenience. The congested state of the paper store hampers the work of the staff and prevents the handling of paper in the most economical manner. The position is such that, to afford relief, additional space for this purpose will require to be provided on the premises or storage accommodation obtained elsewhere.

Finance.—The year's working has resulted in a profit of £11,534 17s., after allowing for interest on capital and depreciation.

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.,

G. H. LONEY,

Government Printer.

The Hon. the Minister in Charge.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1934.

<i>Receipts.</i>			<i>Payments.</i>		
	£	s. d.		£	s. d.
To Sundry debtors	162,466	15 10	By Salaries	57,806	7 5
Publications and publishing	2,961	16 8	Wages	19,850	15 2
Sales—			Allowances to officers performing higher duties	45	7 6
Stationery	0	18 6	Overtime	907	13 2
Second-hand typewriters	37	12 4	Purchases—Paper, stationery, &c.	39,113	2 7
Stores	2	10 5	Purchases—Stores, &c.	4,230	9 3
Waste products	101	13 8	Freight, cartage, insurance, &c.	7,467	14 3
Machinery	3	18 2	Machinery (new, and repairs to)	3,272	11 7
			Type, &c.	1	5 2
	146	13 1	Monotype extras	230	13 5
Refunds—			Monotype metal	158	9 11
Salaries and wages	135	1 7	Fuel, gas, power, light, and water	1,890	6 2
Exchange	4	0 4	Medical services	73	12 9
Freight	1	12 11	Office equipment, &c.	41	14 3
Paper	222	18 6	Postages and telegrams	936	18 8
Postages	41	11 9	Telephone services	130	19 11
Stationery	2	8 9	Window-cleaning, rubbish removal, &c.	57	15 0
Translation fee	1	1 0	Proportion of rent, &c., High Commissioner's Office	284	0 0
	408	14 10	Wages—Cleaners, watchmen, &c.	1,101	14 7
			Proportion of cost of messengers' uniforms	5	0 0
			Audit fee	100	0 0
			Repairs to premises	137	18 1
			Maintenance of fire-alarms	39	1 3
			Contingencies	4	15 4
			Grant in lieu of leave of absence	172	5 4
			Public Works expenditure on buildings	0	12 0
			Refund to Departments for publications, &c., sold	4,898	19 4
			Balance to Treasury Adjustment Account	23,023	18 4
	£165,984	0 5		£165,984	0 5

TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1934.

<i>Dr.</i>			<i>Cr.</i>		
	£	s. d.		£	s. d.
To Paper and materials—			By Sales—		
Stock at beginning	22,288	8 7	Manufacturing	129,732	0 7
Add purchases	30,905	15 7	Less work in progress, 31st March, 1933	7,074	3 10
	53,194	4 2		122,657	16 9
Less stock on hand, 31st March, 1934	24,961	7 0	Add work in progress, 31st March, 1934	6,384	5 7
				129,042	2 4
Stationery—			Stationery	26,980	10 10
Stock at beginning	9,069	9 5	Publications	8,444	14 1
Add purchases	18,908	0 5	Typewriters	1,552	11 9
	27,977	9 10		166,019	19 0
Less stock on hand, 31st March, 1934	8,026	6 3	Discounts received	157	2 10
Publications—					
Stock at beginning	10,187	1 7			
Add purchases	4,668	6 7			
	14,855	8 2			
Less stock on hand, 31st March, 1934	11,131	3 11			
Typewriters—					
Stock at beginning	148	17 0			
Add purchases	1,365	19 3			
	1,514	16 3			
Less stock on hand, 31st March, 1934	115	4 6			
Wages (productive)	46,399	0 6			
Wages (establishment)	16,685	17 5			
Wages (Stationery Office)	5,538	10 2			
Freight (inwards)	5,374	17 7			
Lighting (proportion)	283	3 10			
Power	643	3 7			
Fuel	654	3 3			
Water	193	5 0			
	75,772	1 4			
Balance transferred to Profit and Loss Account	37,097	3 9			
	£166,177	1 10		£166,177	1 10

PROFIT AND LOSS ACCOUNT FOR THE YEAR END D 31ST MARCH, 1934.

<i>Dr.</i>	£	s.	d.	<i>Cr.</i>	£	s.	d.
To Office salaries	5,047	2	1	By Balance transferred from Trading Account ..	37,097	3	9
Repairs and alterations to buildings and plant ..	329	7	11	Storing and handling stationery, &c., for other			
Postages and telegrams	767	9	5	Government Departments	898	17	8
Freight and cartage (outward)	1,871	4	1	Commission on sales of publications	1,424	14	8
Insurance	92	13	5	Rent receivable	295	11	8
Exchange	12	17	6				
Discounts allowed	101	1	10				
Telephones (rental)	118	5	11				
Medical services	73	6	8				
Lighting, &c. (proportion)	31	9	4				
Proportion of rent, &c., High Commissioner's							
Office	284	0	0				
Office expenses	377	7	11				
Sundry trade expenses	330	17	7				
Audit fee	100	0	0				
Wages—Cleaners, watchmen, &c.	1,076	14	7				
Interest on capital	8,069	1	10				
Depreciation	9,498	10	8				
Balance carried down	11,534	17	0				
	£39,716	7	9		£39,716	7	9
				By Balance brought down	11,534	17	0

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, 1934.

<i>Liabilities.</i>	£	s.	d.	£	s.	d.	<i>Assets.</i>	£	s.	d.
Capital Account—							Land	58,999	0	0
Public Works Fund	112,623	6	0				Buildings	50,528	17	9
Consolidated Fund	66,689	17	11				Plant and machinery—			
				179,313	3	11	Composing plant	1,101	2	10
Creditors—							Monotype plant	12,293	13	3
Departmental	1,065	16	8				Addressograph plant	624	15	0
Sundry	1,247	14	6				Printing plant	26,024	14	0
				2,313	11	2	Binding plant	13,752	11	11
Wages accrued				518	5	8	Litho plant	3,922	2	10
Bad Debts Reserve				170	8	11	Photo plant	1,767	4	11
Depreciation Reserve				72,852	19	11	Stereotype plant	1,789	17	9
Writing-off Suspense Account				222	16	1	Engine-room plant	1,564	12	9
Balance, Profit and Loss Account				11,534	17	0	Miscellaneous plant	9,621	12	6
								72,462	7	9
							Furniture, fittings, and office equipment	2,426	17	10
							Type	4,577	13	6
							Accessories—			
							Composing Branch	3,593	8	3
							Monotype Branch	102	17	3
							Addressograph Branch	48	0	0
							Printing Branch	106	17	4
							Binding Branch	763	1	2
							Litho Branch	205	4	6
							Photo Branch	78	5	4
							Stereotype Branch	16	10	1
							Engine-room	67	4	2
							Paper-store	72	18	1
								5,054	6	2
							Debtors—			
							Departmental	5,461	12	6
							Sundry	1,993	3	0
								7,454	15	6
							Work in progress	6,384	5	7
							Stock—			
							On hand	43,819	12	7
							On consignment	414	9	1
								44,234	1	8
							Stock Suspense Account	220	9	11
							Assets to be written off	2	6	2
							Treasury Adjustment Account	14,581	0	10
								£266,926	2	8

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 note, and to the comment that no charge for the cost of exchange on payments made in London is included in the Account.—J. H. FOWLER, Deputy Controller and Auditor-General.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1934.

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	23	19 0	0	1 6	Museum, Dominion ..	105	5 2	33	15 11
Agriculture—					National Provident Fund	218	3 1	136	2 3
Head Office	2,286	19 11	1,241	17 8	Native	1,266	15 7	998	15 4
<i>Journal</i>	1,293	13 5	Native Trustee	87	1 11	65	4 3
Audit	200	18 4	302	16 10	Naval Defence	182	17 2	417	2 3
Bankruptcy	62	18 5	119	1 4	New Zealand Meat Pro-	308	14 6	16	9 7
Census and Statistics ..	3,637	5 5	148	1 4	ducers' Board				
Cook Islands—					New Zealand Reparation	15	17 1	26	9 8
Head Office	25	12 3	36	12 5	Estates				
Niue	12	7 3	47	2 9	Patents	659	4 1	31	3 4
Rarotonga	54	8 2	296	14 0	Pensions	1,043	15 7	335	4 4
Crown Law	90	18 7	105	5 11	Police	2,434	16 0	2,422	0 3
Customs	844	14 3	714	16 3	Post and Telegraph—				
Defence	956	11 5	563	18 9	Head Office	18,780	14 4	83	6 4
Dominion Laboratory ..	41	1 10	36	12 10	Stores	9	4 3	61	0 1
Dominion Observatory ..	48	19 4	11	9 1	Stores Division ..	8,851	0 1	203	13 2
Education—					Workshops	0	2 11	0	1 6
Head Office	2,694	8 4	1,532	2 7	Prime Minister's Office ..	190	3 3	108	6 10
Examination Branch	575	11 1	2	11 7	Prisons	58	6 11	485	11 4
<i>School Journal</i> ..	876	18 7	0	1 11	Public Service Commis-	77	5 1	77	15 5
Teachers' Superannua-	103	17 6	sioner				
Electoral	36	16 1	25	12 7	Public Service Superannua-	57	19 6	32	19 1
External Affairs	254	17 10	56	19 2	tion				
Friendly Societies ..	66	12 9	Public Trust	2,180	19 6	749	4 1
<i>Gazette</i>	6,358	16 5	Public Works	2,168	4 9	4,537	5 0
Geological Survey	7	5 8	36	8 5	Railways—				
Government Actuary ..	24	2 10	17	5 0	Head Office	1,929	15 7	144	5 7
Government House ..	108	13 9	40	18 10	Accountant	56	2 7	6	14 10
Government Life Insur-	1,354	15 8	411	4 10	Day tickets	680	0 6
ance					District Traffic Manager	2,963	8 1	0	2 6
Health	1,459	6 3	624	13 4	Publicity	513	0 0	4	8 6
House of Representatives—					Refreshment Branch ..	20	17 9
Head Office	589	12 9	265	15 8	Road Motor Services ..	36	15 11
Appendices to Journals	3,079	9 9	Stores—Woburn	9,600	13 6	710	13 0
Bellamy's	6	4 1	Ticket Printer	454	10 11
Bills	1,089	18 11	Registrar-General ..	598	3 10	156	16 11
<i>Hansard</i>	4,886	3 0	1	6 8	Rural Intermediate Credit	177	16 2	13	18 8
Journals	432	15 10	Board				
Library	559	4 2	29	19 9	Samoan Affairs	99	12 4	272	10 11
Ministers' Offices	34	5 0	Scientific and Industrial	1,513	15 1	170	18 5
Order Papers	436	0 4	Research				
Statutes	700	12 0	Stamp Duties	797	3 0	441	0 5
Immigration	2	4 0	1	9 0	State Advances	732	11 3	527	3 7
Industries and Commerce,	2,412	6 11	551	9 2	State Coal—				
Tourist and Publicity					Head Office	0	17 10
Internal Affairs—					Christchurch	50	15 8	7	15 4
Head Office	679	17 4	723	11 4	Greymouth	49	1 5	34	13 0
Ministers' Offices ..	354	7 11	261	2 0	Wanganui	3	1 7
Justice	857	15 2	2,480	2 7	Wellington	7	14 8	13	7 6
Labour	1,269	0 0	1,241	14 1	State Fire Insurance ..	1,369	8 8	560	1 5
Land and Deeds	453	3 3	340	17 6	State Forest Service ..	200	17 11	488	11 2
Land and Income Tax ..	2,237	5 1	734	16 0	Stores Control Board ..	67	5 0	7	14 0
Lands and Survey	2,950	14 2	3,466	4 5	Survey Board of New	17	7 8
Law Drafting	4	17 9	12	18 5	Zealand				
Legislative Council—					Transport	613	4 0	265	7 0
Head Office	43	1 11	34	17 11	Treasury—				
Bills	224	15 5	Head Office	3,351	19 1	577	18 11
Journals	123	9 7	Debentures	570	9 2
Order Papers	49	7 1	Rural Advances Bonds	17	17 9
Maori Ethnological Re-	0	17 9	Unemployment Board ..	2,300	1 0	510	18 8
search Board					Valuation	283	0 0	303	2 8
Marine	1,075	16 8	210	13 4					
Mental Hospitals	415	3 1	636	3 0					
Mines	418	4 2	266	6 10					

SUMMARY.

1933—April	4,483	11 1	871	12 0	1933—November ..	11,635	4 3	2,846	6 4
May	11,056	15 6	4,919	16 9	December	11,318	1 3	2,422	17 5
June	9,703	1 2	3,022	18 3	1934—January	6,964	12 9	1,749	14 10
July	9,314	18 3	2,622	7 6	February	13,061	19 9	2,771	7 4
August	8,718	11 8	2,799	18 3	March	13,321	10 0	4,201	18 11
September	8,582	13 0	2,639	10 0					
October	8,464	16 10	2,840	8 7					
						116,625	15 6	33,708	16 2

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1933, TO 31ST MARCH, 1934.

Description.	Sheets.	Stamps.	Value.
			£ s. d.
Postage	662,755	146,109,965	859,043 10 0
Postal notes	261,716	2,617,160	24,381 16 8
Post-cards	88,694	1,419,104	2,951 8 11
Letter-cards	105,416	1,265,000	5,246 17 9
Duty	3,012	436,267	938,611 0 0
Unemployment-relief ..	80,500	15,290,640	2,519,253 10 0
Newspaper-wrappers ..	18,000	144,000	406 19 0
Embossed envelopes ..	70,006	69,935	790 11 8
Embossed envelopes (over-printed to comply with revised postal rates)	..	274,190	..
Impressed	4,823,940	47,166 1 2
Totals	1,290,099	172,450,201	4,397,851 15 2

POST OFFICE INVESTMENT CERTIFICATES PRINTED: Sheets, 5,040; certificates, 50,400; value £2,210,220.

Approximate Cost of Paper.—Preparation, not given; printing (400 copies), £5 15s.