

1935.
NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1935.

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

Printing and Stationery Department, Wellington, 29th July, 1935.

SIR,—

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1935.

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

Gazette.—The number printed of each issue was 750, the number of subscribers 412, and the amount received from subscribers and sales £2,191.

Hansard.—The number printed of each issue for session 1934–35 was 7,000, the number of subscribers 134, and the amount received from subscribers and sales £156.

Stamp-printing.—Stamps to the value of £14,374,305, and postal notes to the value of £29,726 were printed.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 35,570, of which 1,446 were nickel-plated, the weight being 23,306 lb.

Rubber Stamps.—The number of rubber stamps made was 1,551.

Railway Tickets.—5,288,577 railway tickets were printed, the largest number (793,637) being printed in December.

Work of the Year.—The year has been one of greatly increased activity, the turnover showing an increase of approximately £16,800 as compared with that of the previous year. Conditions generally have improved, and the present indications are that this improvement will continue.

The Photo-litho and Process Engraving Branch dealt with 52 maps of survey districts, 9 city, borough, and county maps, and 328 miscellaneous maps, plans, posters, cheque forms, debenture forms, and diagrams. 1,805 half-tone, line, and three-colour blocks were made, in addition to 300 bromide prints, 259 negatives, and 26 lantern-slides.

The Stationery Office dealt with 13,828 requisitions for stationery and publications, the total sales amounting to £35,823. These requisitions comprised 124,987 items, and, in addition to parcels, 2,951 cases of stationery were despatched. Cash orders numbered 6,552. In addition, 223 type-writers of the value of £3,840 were issued.

Paper.—Stocks of all the standard lines have been maintained at prices approximately the same as those of the previous year. The issues for the year amounted to £32,294, comprising 65,265 packages of paper and boards and 3,784,700 envelopes.

Machinery.—Special attention has been directed to the introduction of up-to-date machinery, and two "Intertype" composing machines, a new "Miehle" vertical job press, and a disc ruling-machine have been installed, with satisfactory results. Several old machines were disposed of at very satisfactory prices.

Accommodation.—The congested state of the paper store during the year due to lack of space necessitated the use of the Public Works Department's store at Pipitea Point for the storage of paper. As this arrangement involves waste of time and costly double handling of heavy stock, the question of providing suitable storage space on the premises requires urgent consideration.

Finance.—The year's working has resulted in a profit of £12,055 3s. 11d., 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.

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1935.

<i>Dr.</i>	£	s.	d.	<i>Cr.</i>	£	s.	d.
To Office salaries	5,369	4	4	By Balance transferred from Trading Account ..	38,069	1	2
Repairs and alterations to buildings and plant ..	443	5	7	Storing and handling stationery, &c., for other			
Postages and telegrams	830	12	5	Government Departments	884	7	2
Freight and cartage (outward)	1,974	11	6	Commission on sales of publications	942	17	11
Insurance	125	7	9	Rent receivable	295	11	8
Exchange	25	15	8				
Discounts allowed	123	3	8				
Telephones (rental)	115	12	8				
Medical services	15	12	2				
Lighting, &c. (proportion)	35	16	7				
Proportion of rent, &c., High Commissioner's							
Office	289	8	0				
Office expenses	340	9	10				
Sundry trade expenses	540	13	2				
Audit fee	100	0	0				
Wages—Cleaners, watchmen, &c.	1,076	0	2				
Interest on capital	9,610	18	11				
Depreciation—							
Buildings	1,010	11	5				
Plant and machinery	5,298	2	10				
Furniture, fittings, and office							
equipment	190	7	1				
Type and type metal	196	3	8				
Accessories	413	6	6				
	7,108	11	6				
Loss on machinery, &c.	11	10	1				
Balance carried down	12,055	3	11				
	£40,191	17	11		£40,191	17	11
					£	s.	d.
				By Balance brought down	12,055	3	11

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

BALANCE-SHEET AS AT 31ST MARCH, 1935.

<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	40,051	1	1
Consolidated Fund	113,516	12	7				Plant and machinery—			
	226,139	18	7				Composing plant	941	9	8
Creditors—							Machine composing plant	13,324	5	11
Departmental	764	15	4				Addressograph plant	208	7	0
Sundry	1,427	4	3				Printing plant	16,884	2	11
	2,191	19	7				Binding plant	9,369	7	1
Wages accrued	1,642	1	2				Litho plant	2,662	18	9
Bad Debts Reserve	168	12	3				Photo plant	1,309	8	11
Writing-off Suspense Account	126	4	10				Stereotype plant	1,386	11	11
Balance, Profit and Loss Account	12,055	3	11				Engine-room plant	911	11	4
							Miscellaneous plant	7,976	19	7
								54,975	3	1
							Furniture, fittings, and office equipment	830	0	1
							Type and type metal	10,953	5	10
							Accessories—			
							Composing Branch	2,747	14	10
							Machine Composing Branch	85	0	1
							Addressograph Branch	43	4	0
							Printing Branch	83	9	10
							Binding Branch	499	11	4
							Litho Branch	108	8	6
							Photo Branch	48	8	10
							Stereotype Branch	11	0	7
							Engine-room	41	16	4
							Paper-store	52	13	8
								3,721	8	0
							Payments in advance	13	4	1
							Debtors—			
							Departmental	7,614	7	4
							Sundry	1,440	18	9
								9,055	6	1
							Work in progress	7,470	1	5
							Stock—			
							On hand	44,779	6	4
							In transit	1	7	10
							On consignment	393	2	4
								45,173	16	6
							Stock Suspense Account	113	4	11
							Assets to be written off	12	19	11
							Treasury Adjustment Account	10,955	9	4
								£242,324	0	4
								£242,324	0	4

NOTE.—No charge for the cost of exchange on payments in London is included in the accounts.

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 departmental note enfaced thereon.—J. H. FOWLER, Deputy Controller and Auditor-General.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED 31ST MARCH, 1935.

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	4	9	9	2	4	8	Museum, Dominion ..	52	8	2	38	0	3
Agriculture—							National Provident Fund	208	1	7	109	8	0
Head Office	1,785	9	6	1,219	6	1	Native	1,181	16	11	868	12	9
<i>Journal</i>	1,128	7	9				Naval Defence	236	6	1	457	2	7
Audit	204	11	10	352	3	9	New Zealand Meat Pro-	306	9	10	57	18	1
Bankruptcy	14	11	2	50	10	11	ducers' Board						
Census and Statistics ..	3,540	2	4	172	10	2	New Zealand Reparation	70	1	3	38	19	2
Cook Islands—							Estates						
Head Office	36	2	6	17	9	2	Patents	605	9	9	45	11	9
Niue	8	10	6	42	10	8	Pensions	951	12	10	328	0	1
Rarotonga	88	8	8	246	6	9	Police	2,360	2	1	1,620	5	6
Crown Law	52	0	9	76	8	10	Post and Telegraph—						
Customs	916	8	9	691	1	0	Head Office	19,340	13	3	628	4	2
Defence	1,173	14	4	758	4	5	Stores	10	13	4	59	5	1
Dominion Laboratory ..	49	10	9	36	7	10	Stores Division ..	14,356	11	4	786	12	5
Dominion Observatory ..	38	5	0	5	7	8	Prime Minister ..	286	17	9	132	10	2
Education—							Prisons	40	5	2	396	6	1
Head Office	5,125	10	7	1,440	6	1	Public Service Commis-	120	16	6	138	18	4
Examination Branch ..	618	4	6	3	18	10	sioner						
<i>School Journal</i>	2,310	7	1	0	11	0	Public Service Superannua-	92	17	9	41	17	0
Teachers' Superannua-	61	19	0	1	9	9	tion						
Electoral	212	5	2	44	19	5	Public Trust	2,416	10	6	1,372	8	10
External Affairs	119	2	8	62	9	4	Public Works	3,159	16	5	5,062	11	7
Friendly Societies ..	74	2	2				Railways—						
<i>Gazette</i>	6,978	2	9				Head Office	1,672	12	0	100	12	0
Geological Survey ..	11	8	6	31	2	10	Accountant	279	15	0	4	17	6
Government Actuary ..	14	2	9	18	3	10	Advertising	23	3	10			
Government House ..	210	9	1	40	14	10	Day Tickets	451	2	0			
Government Life Insur-	1,316	0	11	313	11	2	District Traffic Manager	2,203	18	8			
ance							Publicity	610	16	11	6	6	8
Health	1,318	17	6	771	1	4	Refreshment Branch ..	30	4	10			
House of Representatives—							Road Motor Services ..	47	12	0			
Head Office	414	12	7	406	14	10	Stores—Woburn	9,885	2	5	1,189	7	9
Appendices to Journals	4,103	13	8				Ticket Printer	974	17	6			
Bellamy's	25	10	10				Registrar-General ..	746	0	10	188	10	1
Bills	930	15	11				Rural Intermediate Credit	239	8	8	0	0	3
<i>Hansard</i>	5,796	10	3	3	14	8	Board						
Journals	256	16	9				Samoan Affairs	149	13	6	367	3	4
Library	565	19	2	29	15	4	Scientific and Industrial	1,469	11	11	289	5	7
Order Papers	721	7	9				Research						
Statutes	219	6	3				Stamp Duties	1,145	4	5	585	6	4
Immigration	6	5	2	0	15	0	State Advances	924	8	8	564	12	8
Industries and Commerce,	3,642	8	7	719	8	3	State Coal—						
Tourist, and Publicity							Head Office	3	8	4			
Internal Affairs—							Christchurch	43	18	1	14	10	11
Head Office	912	16	9	825	2	7	Greymouth	34	18	7	36	6	5
Ministers' Offices ..	564	0	8	336	10	10	Wanganui	3	17	5	0	8	4
Justice	725	10	9	1,449	16	0	Wellington	41	10	6	8	4	1
Labour	1,139	12	7	810	2	2	State Fire Insurance ..	1,238	5	5	680	10	3
Land and Deeds	452	14	6	261	12	2	State Forest Service ..	433	9	0	546	10	5
Land and Income Tax ..	1,515	11	1	634	9	3	Survey Board of New	69	18	3	0	16	5
Lands and Survey	2,815	6	2	3,221	8	10	Zealand						
Law Drafting	7	10	8	9	14	9	Transport	441	13	2	171	8	0
Legislative Council—							Treasury—						
Head Office	60	8	5	47	5	1	Head Office	3,070	2	4	377	17	6
Bills	134	14	8				Debentures	18	5	0			
Journals	107	19	1				Rural Advances Bonds	0	7	4			
Order Papers	76	7	4				Unemployment Board ..	2,542	15	0	1,034	9	8
Marine	1,103	3	2	210	13	7	Valuation	445	19	7	376	8	5
Mental Hospitals	371	2	5	676	5	7	Totals	129,509	18	7	34,999	9	7
Mines	388	15	6	230	15	11							

SUMMARY.

1934—April	7,485	3	5	1,356	10	11	1934—November	11,034	18	4	3,372	4	11
May	9,245	8	1	4,859	3	1	December	9,153	13	9	2,373	6	1
June	8,975	7	4	2,780	17	0	1935—January	7,358	18	2	1,810	18	3
July	12,186	7	5	2,798	7	3	February	9,948	12	9	3,084	16	11
August	12,056	8	0	3,133	2	8	March	22,160	19	9	4,077	8	4
September	9,792	4	1	2,230	2	4	Totals	129,509	18	7	34,999	9	7
October	10,111	17	6	3,122	11	10							

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1934, TO 31ST MARCH, 1935.

Description.				Sheets.	Stamps.	Value.	
						£	s. d.
Postage				794,418	179,109,336	888,752	4 8
Postal notes				349,051	3,490,510	29,726	14 8
Post-cards				109,300	1,748,800	3,640	1 1
Letter-cards				116,183	1,394,200	5,776	6 11
Duty				5,712	895,238	13,056,028	0 0
Unemployment-relief ..				40,992	9,079,560	368,472	10 0
Newspaper-wrappers ..				9,345	74,760	241	1 0
Embossed envelopes ..				68,804	68,664	801	4 10
Letter-cards { Over-printed to comply with					36,520		
Embossed envelopes { revised postal rates					328,630		
Impressed					5,200,273	50,594	7 4
Totals				1,493,805	201,426,491	14,404,032	10 6

POST OFFICE INVESTMENT CERTIFICATES PRINTED: Sheets, 5,580; certificates, 50,220; value, £2,210,000.

Approximate Cost of Paper.—Preparation, not given; printing (411 copies), £5 15s.