1936. NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1936.

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

Printing and Stationery Department, Wellington, 30th July, 1936.

SIR,-

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1936.

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 476, and the amount received from subscribers and sales £2,427.

Hansard.—The number printed of each issue for session 1935 was 7,000, the number of subscribers 137, and the amount received from subscribers and sales £165.

Stamp-printing.—Stamps to the value of £4,271,564, and postal notes to the value of £35,881, were printed.

Stereo-plates.—The number of stereo-plates cast during the year was 40,691, of which 1,281 were nickel-plated, the weight being 25,734 lb.

Rubber Stamps.—The number of rubber stamps made was 8,915.

Railway Tickets.—5,464,211 railway tickets were printed, the largest number (626,919) being printed in December.

Work of the Year.—The year has been a strenuous one, the turnover showing an increase of approximately £24,600 over that of the previous year. A stage has now been reached where additional accommodation is an absolute necessity. The staff is at present working under conditions which should not be permitted to continue, and steps should be taken immediately to provide adequate accommodation.

Unfortunately, owing to insufficient plant, it has been found necessary to work a certain amount of overtime. This was unavoidable, as it was impossible, owing to congestion, to install the necessary machinery and increase the staff.

The Photo-litho and Process Engraving Branch dealt with 57 maps of survey districts; 14 city, borough, and county maps; and 346 miscellaneous maps, plans, posters, cheque forms, and diagrams. Eight hundred half-tone, line, and three-colour blocks were made, in addition to 121 bromide prints, 24 blue prints, and 290 negatives.

The Stationery Office dealt with 15,820 requisitions for stationery and publications, the total sales amounting to £44,433. Cash orders numbered 6,990. In addition, 380 typewriters of the value of £6,406 were issued.

Paper.—Although the demand on paper stocks has been heavy, all standard lines have been maintained on an economical basis at satisfactory prices. The issues for the year amounted to £37,249, comprising 77,951 packages of paper and boards and 4,131,000 envelopes.

Machinery.—Several small additions were made during the year. There is urgent need for a great deal of improved modern machinery, and special attention is being directed to this.

Finance.—The year's working has resulted in a profit of £9,681 15s. 2d., 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.

The Hon. the Minister in Charge.

Government Printer.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1936.

Receipts.				£	s.	d.	Payments.	£ s. d.		
To Sundry debtors					189,696	3	9	By Salaries 62,90	1 1	2
Publications and publi	ishing				2,871	16	3	Wages 33,10	8 17	11
Sales—		£		d.					6 14	
Paper		. 81		3				Overtime 3.24	9 12	2 5
Stationery		. 4		0				Purchases—Paper, stationery, &c 52,51	6 7	1
Second-hand typewi	riters .	. 30		0				Purchases—Stores, &c 6,11	4 7	8
Stores		. 1		8				Freight, cartage, insurance, &c 9,96	1 0	1
Waste products		. 28		5					1 13	1 I
Machinery		. 425	16	6					3 12	9
					571	5	10	Type and printing material 6	7 1	. 5
m Refunds—								Monotype extras 41	7 10	11
Salaries and wages		. 111	7	9				Fuel, gas, power, light, and water 2,25		4
Exchange		. 2		0				Medical services 1		
Freight		. 4		8				Office equipment, &c 4		
Paper		. 42		6				Postages and telegrams 1,03		$^{\prime}$ 2
Postages		. 28		1				Telephone services II		
Stationery		. 0		9					2 - 3	11
Translation fee		. 1	1	0				Proportions of rent, &c., High Commissioner's		
					191	1	9	Office 29	9 12	
								WagesCleaners, watchmen, &c 1,19	6 19	9
									5 - 0	0
								Audit fee 10		
								Repairs to premises 1,56		
									8 14	
									5 - 0	
									9 15	
										10
								Compensation for injury 23	4 16	0
								Refunds to Departments for publications, &c.,		
								sold 3,36	õ 12	4
								Balance to Treasury Adjustment Account 13,23) 9	3
				-	£193,330	7	7	£193,33	0 7	7
				4			• =====			

Trading Account for the Year ended 31st March, 1936.

Dr.						Cr.					
To Paper and materials—		£ s. d.	£	s.	d.	By Sales—	£	s. d	. £	s. d.	
Stock at beginning		26,335 16 9				Manufacturing	148,913				
Add purchases		36,883 2 10				Less work in progress,	*				
-						31st March, 1935	7,470	1 8	i		
		63,218 19 7				·					
Less stock on hand, 3	$_{ m lst}$						141,443	15 4	Ļ		
March, 1936		26,487 8 10				Add work in progres	s,				
			36,731	10	9	31st March, 1936	15,143	0 8)		
Stationery—									-		
Stock at beginning		7,124 11 7					156,586		L		
Add purchases		26,558 10 0				Stationery	33,839)		
						Publications	10,594		3		
		33,683 1 7				Typewriters	6,406	8 3			
Less stock on hand,	31st					T			-207,427	3 10)
March, 1936	• •	8,127 15 1	~~ ~~~			Discounts received			203	15 4	
TS 1.11 (2)			25,555	0	6						
Publications—		31 719 0 0									
Stock at beginning	• •	11,713 8 2									
Add purchases	• •	3,663 16 6									
		15,377 4 8									
Less stock on hand, 3) 1 o4	10,577 4 6									
		12,093 4 10									
March, 1936	• •	12,090 4 10	3,283	10	10						
Typewriters—			0,200	10	10						
Purchases		5,869 11 10									
Less stock on hand, 3		0,000 11 10									
March, 1936	•••	154 7 7									
march, 1000	• •	202	5,715	4	3						
Wages (productive)		63,297 1 8	-,	-	_						
Wages (establishment)		19,258 18 0									
Wages (Stationery Office)		6,198 3 5									
Freight (inwards)		7,000 14 6									
Lighting (proportion)		401 19 5									
Power		729 10 11									
Fuel		669 7 4									
Water		$240 \ 13 \ 0$									
			97,796	8	3						
Balance transferred to Profit	and	Loss Account	38,548	9	7						
		-	220 - 262		_						
		;	£207,630	19	2				£207,630	19 2	

Profit and Loss Account for the Year ended 31st March, 1936. s. d. s. 9 38,548 By Balance transferred from Trading Account 5,580 $\frac{8}{3}$ To Office salaries Storing and handling stationery, &c., for other Repairs and alterations to buildings and plant.. 1,859 15 884 13 11 937 Government Departments Postages and telegrams Commission on sales of publications ... $917 \overline{11}$ $\frac{3}{7}$ Freight and cartage (outward) 2,603 14 Rent receivable ... 303 1 . . . 144 2 6 58Exchange Discounts allowed 155 108 16 3 Telephones (rental) Medical services . . . 13 10 11 . . 44 13 3 299 12 Office Office expenses . . Sundry trade expenses Office ... 283 17 11 244 1 11 1 11 100 1 221 $\frac{8}{4}$ $\tilde{9}$ 9,656 1,011 15 10 5,547 5 8 5.547 0 10 196 equipment Type and type metal Accessories ... 58 10 8 419 10 10 . . 233 3 10 103 15 11 7,233 Loss on machinery, &c. 234 16 Compensation for injury Grant in lieu of leave of absence 29 15 5 59 10 10 . . Bonus for special services ... 9,681 15 Balance carried down £40.653 16 2 £40,653 16 2 9,681 15 By Balance brought down Balance-sheet as at 31st March, 1936. Assets.Liabilities.s. 0 58,999 39,039 $\frac{0}{3}$ s. d. s. d. Capital Account— Public Works Fund Consolidated Fund . . £ 5 112,623 Buildings Plant and machineryd. 114,587 15 5 937 11 Composing plant .. Machine-composing plant 227,211 1 5 12,140Creditors-Addressograph plant 185 529 19 10 Departmental 15,027 15 Printing plant Binding plant $\begin{array}{c} 4 \\ 5 \\ 5 \\ 9 \\ 7 \end{array}$ 2,463 6 Sundry 8,520 2,4532 2,993 6 5 9 3 $1\overline{0}$ 1,225 166 Litho plant.. Photo plant $\frac{8}{2}$ Wages accrued . . 1,149 . . Bad Debts Reserve $\overline{12}$ Stereotype plant 1,232 10 434Writings-off Suspense Account $720 \quad 7$ $7,178 \quad 17$ Engine-room plant Miscellaneous plant $9,681\ 15$ Balance, Profit and Loss Account 49,545 18 2 Furniture, fittings, and 689 11 10 11,261 10 . . Composing Branch ... Machine-composing Branch 2,459 18 5 8 209 Addressograph Branch Printing Branch Binding Branch Litho Branch 38 77 6 441 19 97 12 Photo Branch Stereotype Branch Engine-room 38 15 11 Paper-store.. 46 13 $3,479 19 \\ 14 17$ Payments in advance 8 Debtors— 11,105 Departmental 1,564 12 11 Sundry 12,669 18 Work in progress 15,143 0 Stock- $\begin{array}{rrr} 46,475 & 14 \\ 387 & 2 \end{array}$ On hand On consignment $\begin{array}{ccc} 46,862 & 16 \\ 312 & 13 \end{array}$ 4 6 Stock Suspense Account Assets to be written off 121 18 . . Treasury Adjustment Account 3,571 15 11 £241,712 6 0 £241,712 6

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 explanatory notes dealing with departmental accounts generally as appearing at commencement of Parliamentary Return B.-1 [Pt. IV], and to the comment that the asset "type and type-metal, £11,261 10s. 2d." is not supported by stock sheets.—G. F. C. CAMPBELL, Controller and Auditor-General.

Return of Value of Printing and Stationery issued to Departments for the Year ended 31st March, 1936.

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.
Advertising		0 1 6	Mental Hospitals	391 4 4	721 0
Agriculture—		0.0	Mines	499 0 0	217 - 6
Head Office	2,360 16 8	1,296 10 7	Museum, Dominion	281 9 5	49 13
Journal	1,158 3 5		National Provident Fund	211 13 2	$128 \ 13$
udit	174 12 5	383 11 11	Native	1,260 5 7	1,081 5
ankruptcy	41 17 6	53 12 4	Naval Defence	350 17 6	626 14
ensus and Statistics	4,870 9 8	$372 \ \ 2 \ 11$	New Zealand Meat Pro-	342 17 6	15 1
ook Islands—	1,0.0	0.2	ducers' Board		
Head Office	38 7 5	54 17 8	New Zealand Reparation	15 18 5	36 14
Niue	24 7 6	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	Estates		
Rarotonga	87 7 11	479 5 5	Patents	562 3 4	46 17
rown Law	66 5 6	$152 \ 17 \ 2$	Pensions	1,194 9 2	491 7
ustoms	798 19 7	1,205 14 9	Police	2,197 4 0	2,587 6
efence	1,110 7 2	742 5 10	Post and Telegraph—	'	· ·
ominion Laboratory	32 12 0	$62 \ 1 \ 3$	Head Office	21,807 6 4	120 - 1
ominion Observatory	63 13 11	7 0 10	Stores	11 0 2	58 0
ducation—	00 20 11	. 0 . 0	Stores Division	13,880 0 7	1,185 19
Head Office	4,990 3 3	1,680 6 1	Prime Minister	248 15 1	165 13
Examination Branch	579 18 1	1 9 1	Prisons	43 15 10	427 - 2
School Journal	2,209 19 6	0 1 6	Public Service Commis-	140 14 9	104 9
Teachers' Superannua-	72 0 7	$\stackrel{\circ}{6}$ $\stackrel{\circ}{0}$ $\stackrel{\circ}{9}$	sioner		201
tion Fund	12 0 1	0 0 0	Public Service Superan-	55 14 7	50 11
	1,892 12 3	1,326 6 9	nuation	00 11 .	90 XX
1 4 00 1	272 0 1	70 19 5	Public Trust	3,660 3 3	1,339 5
	52 9 9		Public Works	3,691 13 8	6,250 15
	6,123 1 1		Railways—	0,001 10 0	0,200 10
	73 18 8	20 19 5	Head Office	1,873 11 8	153 1
	8 16 8	19 10 4	Accountant	26 10 0	0 17
	223 8 4	74 14 10	Advertising	2 9 4	
	985 18 t1	522 9 4	. m. 1 7	823 2 2	• •
overnment Life Insur-	909 10 11	944 9 4	Day Tickets District Traffic Manager	3,041 0 1	• •
ance	1 000 0 6	762 2 10		722 12 0	0 1
lealth	1,890 0 6	762 2 10	Publicity Refreshment Branch	13 7 11	0.7
louse of Representatives—	701 1 0	404 9 0		45 3 3	0 1
Head Office	501 1 6	$494 \ 3 \ 0$	Road Motor Services		1 100 9
Appendices to Journals	2,786 7 4		Stores—Woburn	8,970 12 2	1,190 3
Bellamy's	22 19 5	• •	Ticket Printer	567 6 6	001.0
Bills	677 11 4		Registrar-General	899 5 8	201 - 0
Hansard	3,680 6 5	$1\ 18\ 2$	Rural Intermediate Credit	91 12 7	• •
Journals	289 18 6		Board	1.77~ 4 7	ron 10
Library	506 11 7	29 10 9	Samoan Affairs	175 4 1	523 12
Order Papers	212 18 5		Scientific and Industrial	1,501 10 8	272 9
Statutes	132 13 10	• •	Research		100 0
mmigration		0 7 6	Stamp Duties	917 5 9	462 2
ndustries and Commerce,	3,206 4 7	1,051 15 1	State Advances	1,821 17 10	1,074 8
Tourist, and Publicity			State Coal—		
nternal Affairs—			Head Office	1 1 5	
Head Office	976 5 2	$924\ 15\ 3$	Christeburch	65 18 10	8 7
Ministers' Offices	659 1 4	399 7 9	Greymouth	66 11 11	61 16
ustice	1,234 13 6	2,240 3 4	Wellington	59 6 8	11 19
abour	1,357 17 3	827 3 5	State Fire Insurance	1,047 4 5	539 15
and and Decds	356 17 2	367 12 5	State Forest Service	210 4 10	539 9
and and Income Tax	1,532 14 8	660 14 7	Survey Board of New	7 11 4	$\theta = 3$
ands and Survey	3,206 10 10	3,480 9 4	Zealand		
aw Drafting	12 17 8	17 19 1	Transport	262 19 11	219 18
egislative Council—			Treasury—		
Head Office	85 14 8	79 17 10	Head Office	3,224 18 6	618 0
Bills	130 4 1		Unemployment	2,652 13 1	1,452 - 6
Journals	73 11 6		Valuation	493 10 5	525 8
Order Papers	33 3 5			ĺ	
arine	1,176 14 9	287 13 9	Totals	133,486 6 11	43,776 2
			MARY.		
195 Amell	7,731 6 0	$(1,023 \ 16 \ 4)$	1935—November	10,689 9 8	4,058 18
935—April		,	II ac a	13,687 4 9	3,155 3
May	10,452 12 3	$\begin{array}{cccccccccccccccccccccccccccccccccccc$			9 998 7
June	8,885 4 1	2,733 5 1	1936—January	7,840 8 6	3,235 1
July	9,098 10 3	4,256 17 10	February	11,556 8 8	3,740 12
August	10,433 6 1	4,501 4 3	March	17,850 15 4	6,402 8
September	13,173 4 11	$\begin{bmatrix} 3,343 & 2 & 2 \\ 3,396 & 10 & 3 \end{bmatrix}$	Totals	133,486 6 11	49 550 0
October	12,087 16 5		Totals	DISS GAN DILL	43.776 - 2

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1935, TO 31ST MARCH, 1936.

	Descript	tion.		Sheets.	Stamps.	Value.		
			 			£ s.	d.	
Postage			 	54,276	5,621,340	51,312 7	8	
ostal notes			 	402,050	4,020,500	35,881 15	-0	
ost-cards			 	140,460	2,247,360	4,628 14	-9	
etter-cards			 	144,850	1,738,200	7,188 19	ő	
Outv			 	7,462	1,172,106	1,849,371 0	-0	
nemployment-relief			 	61,451	14,642,400	2,320,915 0	0	
ewspaper-wrappers			 	52,250	418,000	1,369 3	0	
Cailways			 	2,030	240,000	500 0	0	
Imbossed envelopes			 	104,820	104,440	906 6	10	
mpressed			 		3,805,132	35,373 0	8	
Totals			 	969,649	34,009,478	4,307,446 7	4	

 $\label{eq:Approximate Cost of Paper.} \textbf{_Preparation, not given} \;; \;\; \textbf{printing (439 copies), £6 10s.}$