

1938.
NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1938.

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

Printing and Stationery Department, Wellington, 8th July, 1938.

SIR,—

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1938.

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 358, and the amount received from subscribers and sales £1,665.

Hansard.—The number printed of each issue for session 1937–38 was 8,000, the number of subscribers 171, and the amount received from subscribers and sales £165.

Stamp-printing.—Stamps to the value of £2,166,938, and postal notes to the value of £31,509, were printed during the year.

Stereo-plates.—The number of stereo-plates cast during the year was 49,639, of which 6,487 were nickel-plated, the weight being 31,624 lb. The steady rise in output, which reflects the corresponding increase in the volume of work handled by the Department, is shown in the accompanying table :—

Year.	Number of Stereo-plates cast.		Total.	Weight of Metal.
	Ordinary.	Nickel-plated.		
				lb.
1933–34	31,879	794	32,673	25,265
1934–35	34,124	1,446	35,570	23,306
1935–36	39,410	1,281	40,691	25,734
1936–37	40,569	5,746	46,315	26,192
1937–38	43,152	6,487	49,639	31,624

Rubber Stamps.—The number of rubber stamps made was 12,110. A comparative table for the last five years is appended.

Year.	Number of Stamps.
1933–34	1,000
1934–35	1,551
1935–36	8,915
1936–37	9,734
1937–38	12,110

Railway Tickets.—The number of tickets printed was 7,211,228, the largest number printed in one month being 838,700, in April, 1937. This is an increase of 1,016,321 over the output for the previous year.

Photo-litho and Process Engraving Branch.—The output from this branch during the year has increased over that of the previous year, as shown by the table set out below :—

Year.	Number of Maps.	Number of Process Blocks.
1933–34	450	1,378
1934–35	389	1,805
1935–36	417	1,800
1936–37	463	2,349
1937–38	537	3,078

Stationery Office.—This branch has been fully engaged during the year in dealing with requisitions for stationery. Owing to the cramped accommodation available it has not been possible to appoint additional staff, and it has been necessary to work overtime for a portion of the year. Details of the operations of the branch with those of previous years for the purposes of comparison, are appended :—

Year.	Number of Requisitions.	Number of Items.	Number of Typewriters supplied.	Value of Stationery and Publications supplied.	Value of Typewriters supplied.	Total value.
				£	£	£
1933-34	12,938	119,368	121	35,425	1,552	36,977
1934-35	13,828	124,987	223	35,823	3,840	39,663
1935-36	15,820	137,952	380	44,433	6,406	50,839
1936-37	16,706	160,486	599	51,127	9,968	61,095
1937-38	18,657	176,295	881	64,737	14,648	79,385

Paper.—The sharp rise in prices experienced during the latter half of the year 1936-37 continued through the year, and by December prices had advanced by approximately $33\frac{1}{2}$ per cent. on prices as at the 31st March, 1937. The consumption of paper was approximately 18 per cent. greater than that of the previous year, the total issues amounting to £60,191, comprising 128,815 packages of paper and boards and 5,980,000 envelopes. In addition, 13,197,000 envelopes were issued through the Stationery and Issuing Offices.

Machinery.—The purchases of new machinery comprised one folding-machine for the Bookbinding Branch, one vulcanizer for rubber-stamp manufacture, and two portable elevators for use on storage premises not previously equipped with adequate handling machinery. The use of these latter has not only resulted in rapid handling of bulk paper, but has reduced the risk of accident to the storemen.

Staff.—The large increase in the volume of work handled by the Department has, of course, been reflected in the statistics relating to the staff. As at the 31st March, 1938, the total staff comprised 576 officers, an increase during the year of 75 officers.

Both the efficient handling of the work and the welfare of the staff (from the point of view of provision of amenities) are severely handicapped by lack of space in the present building.

Apprentices.—At the present time the Department employs twenty apprentices, who are engaged in the various trades. The progress of these apprentices is subject to constant review, and a full and comprehensive training is afforded each one in his chosen trade. The system of recruitment is from boys engaged with a view to apprenticeship if suitable. Each lad is given an opportunity of electing to be apprenticed in the trade he personally prefers, after consultation with his parents or guardians, and this election is given effect to when vacancies arise.

Work of the Year.—The foregoing tables and reports are indicative of the general high volume of work dealt with during the year. The turnover has reached its highest level in the history of the Department. While the number of jobs handled is not greatly in excess of the number dealt with last year, the average quantity ordered has steadily increased. The general activity in all Departments of the State is reflected in the operations of this Department, which, with the present accommodation, is approaching its maximum output.

Finance.—The operations of the year resulted in a turnover of £304,148, which is £59,763 in excess of that for the previous year.

The profit for the year amounted to £12,036 5s. 11d., after allowing for interest on capital and depreciation.

I have, &c.,

E. V. PAUL,

Government Printer.

The Hon. the Minister in Charge.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1938.

<i>Receipts.</i>				<i>Payments.</i>			
	£	s.	d.		£	s.	d.
Sundry debtors	278,755	3	7	Salaries	79,090	14	2
Publications	3,038	8	10	Wages	50,978	8	0
Sales—				Allowances to officers performing higher duties ..	448	11	0
Paper	0	4	0	Overtime	7,358	6	9
Stationery	10	9	7	Purchases—			
New typewriter	16	0	0	Paper, stationery, &c.	104,936	5	3
Second-hand typewriters ..	25	11	11	Stores, &c.	9,536	14	2
Stores	1	4	1	Freight, cartage, insurance, &c.	15,268	17	2
Waste products	52	3	2	Machinery (new and repairs to)	1,535	17	3
	105	12	9	Type metal	569	17	2
Refunds—				Type and printing material	15	3	2
Salaries and wages	339	16	4	Monotype extras	169	7	9
Exchange	3	8	0	Fuel, gas, power, light, and water	2,350	19	11
Freight	3	0	4	Medical services	36	13	7
Postages	29	3	6	Office equipment, &c.	173	5	7
Stationery	0	6	0	Postages and telegrams	1,209	19	11
Paper	14	12	2	Telephone services	117	6	0
	390	6	4	Window-cleaning, rubbish-removal, &c.	76	17	7
				Proportion of rent, &c., High Commissioner's Office ..	320	0	0
				Wages—Cleaners, watchmen, &c.	1,546	1	4
				Proportion of cost of messengers' uniforms	8	0	0
				Audit fee	150	0	0
				Repairs to premises	278	7	2
				Rent of storage space	129	16	4
				Maintenance of fire-alarms	4	16	5
				Contingencies	10	7	11
				Grant in lieu of leave of absence	27	18	4
				Refunds to Departments for publications, &c., sold ..	3,129	8	7
				Balance to Treasury Adjustment Account	2,811	11	0
	£282,289	11	6		£282,289	11	6

TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1938.

<i>Dr.</i>				<i>Cr.</i>			
	£	s.	d.		£	s.	d.
Paper and materials—				Sales—			
Stock at beginning	36,892	3	6	Manufacturing	225,611	9	2
Add purchases	75,680	9	2	Less work in progress, 31st			
	112,572	12	8	March, 1937	13,547	7	4
Less stock on hand, 31st March, 1938	54,071	1	5		212,064	1	10
	58,501	11	3	Add work in progress, 31st			
Stationery—				March, 1938	12,700	0	7
Stock at beginning	9,290	0	10		224,764	2	5
Add purchases	52,367	8	11	Stationery	58,071	17	5
	61,657	9	9	Publications	6,664	17	11
Less stock on hand, 31st March, 1938	16,473	2	11	Typewriters	14,647	11	8
	45,184	6	10		304,148	9	5
Publications—				Discounts received	432	8	7
Stock at beginning	12,433	1	11				
Add purchases	2,450	4	8				
	14,883	6	7				
Less stock on hand, 31st March, 1938	10,670	11	1				
	4,212	15	6				
Typewriters—							
Stock at beginning	1,537	5	11				
Add purchases	11,796	10	5				
	13,333	16	4				
Less stock on hand, 31st March, 1938	80	10	5				
	13,253	5	11				
Wages (productive)	91,087	18	1				
Wages (establishment)	27,104	1	4				
Wages (Stationery Office)	8,748	10	0				
Freight (inward)	10,749	2	9				
Lighting (proportion)	591	1	0				
Power	692	1	1				
Fuel	702	8	3				
Water	173	6	0				
	139,848	8	6				
Balance, transferred to Profit and Loss Account	43,580	10	0				
	£304,580	18	0		£304,580	18	0

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1938.

<i>Dr.</i>	£	s.	d.	<i>Cr.</i>	£	s.	d.
Office salaries	7,506	8	10	Balance transferred from Trading Account ..	43,580	10	0
Repairs and alterations to buildings and plant ..	1,106	4	6	Storing and handling stationery, &c., for other Government Departments	1,423	13	0
Postages and telegrams	1,080	6	7	Commission on sales of publications	1,131	12	2
Freight and cartage (outward)	3,108	3	2	Rent receivable	283	9	6
Insurance	302	0	1				
Exchange	95	18	3				
Discounts allowed	83	10	2				
Telephones (rental)	109	7	10				
Medical services	34	0	1				
Lighting, &c. (proportion)	65	13	5				
Proportion of rent, &c., High Commissioner's Office	320	0	0				
Office expenses	420	10	0				
Sundry trade expenses	359	5	3				
Audit fee	150	0	0				
Wages—Cleaners, watchmen, &c.	1,601	11	0				
Interest on capital	9,770	15	0				
Depreciation—							
Buildings	1,011	15	10				
Plant and machinery	6,310	8	8				
Furniture, fittings, and office equipment	94	9	3				
Type and type metal	94	7	0				
Accessories	471	1	8				
	7,982	2	5				
Rent of storage space	259	3	10				
Grant in lieu of leave of absence	27	18	4				
Balance carried down	12,036	5	11				
	£46,419	4	8		£46,419	4	8
				Balance brought down	12,036	5	11

BALANCE-SHEET AS AT 31ST MARCH, 1938.

<i>Liabilities.</i>	£	s.	d.	£	s.	d.	<i>Assets.</i>	£	s.	d.
Capital Account—							Land	54,359	0	0
Public Works Fund	112,623	6	0				Buildings	37,015	13	7
Consolidated Fund	131,645	9	7				Plant and machinery—			
				244,268	15	7	Composing plant	978	11	2
Creditors —							Machine-composing plant	10,117	13	8
Departmental	2,211	10	6				Addressograph plant	138	18	0
Sundry	9,425	18	8				Printing plant	15,356	12	8
				11,637	9	2	Binding plant	8,515	0	9
Wages accrued				2,392	6	5	Litho plant	2,020	19	8
Bad Debts Reserve				163	18	6	Photo plant	1,420	16	7
Writing-off Suspense Account				2,376	19	9	Stereotype plant	1,003	6	11
Treasury Adjustment Account				7,070	18	0	Engine-room plant	538	11	9
Balance, Profit and Loss Account				12,036	5	11	Miscellaneous plant	5,998	6	3
								46,088	17	5
							Furniture, fittings, and office equipment	738	6	9
							Type and type metal	11,912	1	6
							Accessories—			
							Composing Branch	2,277	4	9
							Machine-composing Branch	59	8	2
							Printing Branch	62	17	7
							Binding Branch	346	4	11
							Litho Branch	72	16	5
							Photo Branch	48	10	5
							Stereotype Branch	8	13	7
							Engine-room	38	12	9
							Paper Store	168	13	0
								3,083	1	7
							Payments in advance	27	13	6
							Debtors—			
							Departmental	24,960	0	3
							Sundry	5,389	12	7
								30,349	12	10
							Work in progress	12,700	0	7
							Stock—			
							On hand	78,690	14	5
							In transit	2,366	7	1
							On consignment	238	4	4
								81,295	5	10
							Stock Suspense Account	2,254	12	4
							Assets to be written off	122	7	5
								£279,946	13	4
								£279,946	13	4

A. W. GYLES, 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, £11,912 1s. 6d." is not supported by stock-sheets.—J. H. FOWLER, Controller and Auditor-General.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1938.

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.
Agriculture—							National Broadcasting Service	1,615	1	0	579	13	1
Head Office ..	3,908	11	10	2,064	12	11	National Commercial Broadcasting Service	1,402	6	9	2,154	16	0
Journal ..	2,052	10	0				National Provident Fund	318	11	1	152	12	11
Air ..	971	13	5	904	14	4	Native ..	1,811	5	5	1,923	10	2
Audit ..	222	9	2	356	5	4	Naval Defence ..	514	15	11	1,000	1	5
Bankruptcy ..	47	1	1	55	1	7	New Zealand Meat Producers' Board				6	4	3
Census and Statistics ..	4,731	14	3	283	13	10	New Zealand Reparation Estates	57	3	4	46	8	6
Cook Islands—							Patents ..	904	4	6	142	2	3
Head Office ..	63	3	5	1	14	8	Pensions ..	1,825	4	6	736	15	2
Niue ..	22	8	6	122	6	3	Police ..	2,856	3	4	2,405	7	4
Rarotonga ..	262	6	10	689	11	11	Post and Telegraph—						
Crown Law ..	51	11	2	148	1	5	Head Office ..	27,305	7	2	112	4	1
Customs ..	1,012	8	0	1,260	3	6	Stores ..	7	16	11	126	4	7
Defence ..	1,644	1	8	1,032	18	2	Stores Division ..	21,590	16	3	1,475	16	3
Dominion Laboratory ..	101	11	5	110	16	6	Primary Products Marketing	1,022	0	2	390	1	6
Dominion Observatory ..	40	8	10	23	11	7	Prime Minister ..	394	16	5	200	12	1
Education ..							Prisons ..	99	4	11	542	15	10
Head Office ..	9,641	17	1	3,714	5	2	Public Service Commissioners	172	17	4	151	4	10
Examination Branch ..	864	5	3	6	14	4	Public Service Superannuation	93	1	10	59	6	1
School Journal ..	3,540	6	4	0	9	6	Public Trust ..	3,943	6	9	3,449	16	8
Teachers' Superannuation Fund	93	14	7	0	8	2	Public Works ..	8,180	16	8	13,200	5	2
Electoral ..	317	19	3	134	2	4	Railways—						
External Affairs ..	275	1	5	74	15	7	Head Office ..	3,727	2	10	50	4	4
Friendly Societies ..	102	19	3				Accountant ..	164	13	0	1	14	3
Gazette ..	5,580	19	11				Advertising ..	6	19	7			
Geological Survey ..	4	19	3	38	11	1	Chief Engineer ..	0	4	6			
Government Actuary ..	6	18	7	0	9	9	Day Tickets ..	1,141	11	4			
Government House ..	260	13	7	49	5	3	District Traffic Manager	4,857	10	8			
Government Life Insurance	1,573	17	1	464	8	10	Publicity ..	1,229	3	2	40	12	2
Health ..	2,638	5	5	1,311	6	7	Refreshment Branch ..	188	4	2	1	6	4
House of Representatives—							Road Motor Services ..	234	2	9	12	14	4
Head Office ..	614	0	6	421	3	0	Stores—Woburn ..	17,243	11	2	1,860	17	8
Appendices to Journals	3,928	5	7				Ticket Printer ..	1,186	8	4			
Bellamy's ..	28	1	10	0	10	9	Registrar-General ..	719	2	7	249	11	7
Bills ..	975	6	7				Reserve Bank of New Zealand	144	4	3	41	15	4
Hansard ..	5,421	16	9				Rural Intermediate Credit Board	29	18	10			
Journals ..	320	15	11				Samoan Affairs ..	515	12	3	743	19	1
Library ..	957	18	10	95	11	5	Scientific and Industrial Research	3,714	5	6	1,189	8	7
Order Papers ..	436	1	2				Stamp Duties ..	1,014	17	5	393	2	0
Statutes ..	247	4	10				State Advances ..	2,688	7	10	2,620	14	1
Housing Construction ..	551	7	7	785	10	4	State Coal—						
Industries and Commerce, Tourist and Publicity	5,574	18	9	1,415	15	3	Christchurch ..	40	14	7	19	9	2
Internal Affairs—							Greymouth ..	87	9	11	140	6	5
Head Office ..	2,377	5	11	1,136	11	1	Wellington ..	13	13	11	22	8	9
Ministers' Offices ..	481	10	7	380	11	2	State Fire Insurance ..	1,595	1	9	779	4	4
Justice ..	1,097	11	9	2,189	6	7	State Forest Service ..	417	14	7	730	16	8
Labour—							Survey Board of New Zealand	29	0	5			
Head Office ..	3,736	3	1	1,084	9	10	Transport ..	3,738	5	0	701	7	5
Employment Division ..	2,074	10	11	3,067	18	1	Treasury ..	3,177	5	8	589	19	5
Land and Deeds ..	490	6	9	334	10	9	Valuation ..	666	6	1	476	17	2
Land and Income Tax ..	5,463	3	10	1,954	19	7	Totals ..	204,634	17	5	71,650	12	10
Lands and Survey ..	4,056	5	3	4,556	6	4							
Law Drafting ..	29	18	11	9	7	0							
Legislative Council—													
Head Office ..	59	5	2	55	5	7							
Bills ..	123	15	3										
Journals ..	121	17	4										
Order Papers ..	49	0	4										
Marine ..	1,711	18	10	437	7	7							
Mental Hospitals ..	626	4	11	1,021	14	7							
Mines ..	351	5	2	300	11	7							
Museum, Dominion ..	8	6	2	32	6	6							

SUMMARY.

1937—April ..	10,846	11	7	3,709	5	1	1937—November ..	18,220	14	7	6,667	1	10
May ..	13,155	0	8	6,610	1	4	December ..	16,120	18	10	5,606	6	1
June ..	14,565	16	0	6,129	7	6	1938—January ..	11,922	19	10	3,449	9	7
July ..	13,310	17	5	7,029	18	11	February ..	14,796	8	6	6,618	13	2
August ..	16,450	19	10	5,366	2	7	March ..	38,559	0	8	11,033	19	1
September ..	17,206	17	11	4,899	11	5	Totals ..	204,634	17	5	71,650	12	10
October ..	19,478	11	7	4,530	16	3							

RETURN OF ADHESIVE STAMPS, POSTAL NOTES, ETC., PRINTED FROM 1ST APRIL, 1937, TO 31ST MARCH, 1938.

Description.	Sheets.		Stamps.		Value.	
					£	s. d.
Postage ..	25,610		3,020,960		63,762	10 0
Postal notes ..	372,000		3,720,000		31,509	6 10
Post-cards ..	91,562		1,465,000		3,049	4 4
Letter-cards ..	142,500		1,710,000		6,346	19 6
Duty ..	5,567		881,059		1,017,489	0 0
Employment ..	45,429		10,835,280		1,047,631	0 0
Fruit-inspection fee ..	41,666		4,977,240		20,738	10 0
Newspaper wrappers ..	25,500		204,000		598	16 0
Embossed envelopes ..	1,216,655		1,215,214		5,821	16 10
Railway freight stamps ..	4,080		480,000		1,500	0 0
Totals ..	1,970,569		28,508,753		2,198,447	3 6

Approximate Cost of Paper.—Preparation, not given: printing (481 copies), £9.

By Authority: E. V. PAUL, Government Printer, Wellington.—1938.

