

1939.
NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT
(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1939.

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

Printing and Stationery Department, Wellington, 26th July, 1939.

SIR,—

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1939.

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 348, and the amount received from sales and subscriptions £1,758.

Hansard.—The number printed of each issue for session 1938 was 8,000, the number of subscribers 154, and the amount received from sales and subscriptions £180.

Stamp-printing.—Stamps to the value of £5,220,680, and postal notes to the value of £41,368, were printed during the year.

Stereo-plates.—The number of stereo-plates cast during the year was 62,879, of which 6,971 were nickel-plated, the weight being 41,042 lb. The output over the last five years is shown in the accompanying table:—

Year.				Number of Stereo-plates cast.		Total.	Weight of Metal.
				Ordinary.	Nickel-plated.		
							lb.
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
1938-39	55,908	6,971	62,879	41,042

Rubber Stamps.—The number of rubber stamps made was 18,712. The details set out in the table appended show the increase as compared with previous years:

Year.	Number of Stamps.						
1934-35	1,551
1935-36	8,915
1936-37	9,734
1937-38	12,110
1938-39	18,712

Railway Tickets.—The number of tickets printed was 7,574,134, the largest number printed in one month being 885,848 in November, 1938. This is an increase of 362,906 over the output for the previous year.

Photo-litho and Process Engraving Branch. The increased use of illustrations in publications is reflected in the additional work performed by this branch. In order to cope with the estimated future expansion, which will need the services of skilled tradesmen, additional apprentices have been appointed and are receiving a comprehensive training. The steady rise in output is shown in the accompanying table:—

Year.				Number of Maps.	Number of Process Blocks.
1934-35	389	1,805
1935-36	417	1,800
1936-37	463	2,349
1937-38	537	3,078
1938-39	393	4,475

Stationery Office.—The large increase in the turnover of this branch during the year could not be dealt with under previously existing conditions, by reason of cramped accommodation limiting the number of staff, and it was necessary to initiate a night staff. This has worked satisfactorily, and has enabled deliveries of the increased supplies of stationery to be made promptly. Details of operations, as compared with those of previous years, 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.
							£	£	£
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
1938-39	20,331	184,991	1,248	80,545	20,667	101,212

Paper.—The general price level of paper supplies showed a marked decrease during the latter half of the year, after a slight increase in the earlier months. The consumption of paper was considerably greater than in the previous year, the total issues amounting to £65,149 in value, comprising 169,882 packages of paper and boards and 7,558,000 envelopes. In addition, 11,003,000 envelopes were issued through the Stationery and Issuing Offices.

Machinery.—The main items of expenditure under this head were an offset press with an automatic feeder, a lathe for the Engineering Branch, and three wire-stitching machines for use in the Binding Branch.

Staff.—The staff increased from 576 officers as at the 1st April, 1938, to 630 officers as at the 31st March, 1939. No serious accidents at work occurred during the year, every precaution being taken to provide guards wherever machinery in action presented risk in operation. The health of the staff has been good.

Work of the Year. As indicated in the report for the year ended the 31st March, 1938, the Department has approached its maximum productive capacity with the accommodation and facilities available. The increase in production was due to the additional requirements of Departments generally, particularly in regard to work in connection with the General Election, the Centennial Exhibition, and the operation of the Social Security Act, 1938.

Finance.—The operations of the year resulted in a turnover of £356,736, which exceeded that of the previous year by £52,588. The profit for the year amounted to £11,285 0s. 9d., 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, 1939.

<i>Receipts.</i>					£	s.	d.	<i>Payments.</i>					£	s.	d.
Sundry debtors	345,567	4	0	Salaries	86,428	16	7
Publications	3,127	1	6	Wages	57,079	4	9
Sales—				£ s. d.				Allowances to officers performing higher duties	295	12	1
Paper	0 2 6				Overtime	10,943	16	2
Stationery	1 8 11				Purchases —							
Second-hand typewriters	37 9 2				Paper, stationery, &c.	110,156	10	1
Waste products	45 12 1				Stores, &c.	9,548	8	11
								Freight, cartage, insurance, &c.	16,122	1	2
								Machinery (new, and repairs to)	3,663	3	7
Refunds—								Type metal	273	16	0
Salaries and wages	378 16 3				Type and printing material	20	7	0
Exchange	5 9 8				Monotype extras	382	11	0
Freight	3 18 10				Fuel, gas, power, light, and water	2,236	18	5
Postages	25 0 10				Medical services	19	8	7
Stationery	13 12 9				Office equipment, &c.	113	3	0
								Postages and telegrams	1,408	3	5
								Telephone services	128	9	0
								Window-cleaning, rubbish-removal, &c.	64	14	8
								Proportion of rent, &c., High Commissioner's Office	340	0	0
								Wages : Cleaners, watchmen, &c.	2,254	12	11
								Proportion of cost of messengers' uniforms	15	0	0
								Audit fee	150	0	0
								Repairs to premises	312	0	10
								Rent of storage space	405	4	11
								Maintenance of fire-alarms	2	2	0
								Contingencies	11	7	5
								Transfer and removal expenses	56	8	7
								Grant to widow of deceased officer (equivalent to leave due)	5	7	6
								Refund to Departments for publications, &c., sold	4,427	17	1
								Balance to Treasury Adjustment Account	42,340	10	10

TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1939.

[illegible]

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1939.

<i>Dr.</i>			<i>Cr.</i>		
	£	s. d.		£	s. d.
Office salaries	8,354	19 8	Balance transferred from Trading Account ..	46,181	16 5
Repairs and alterations to buildings and plant ..	1,037	11 8	Storing and handling stationery, &c., for other ..		
Postages and telegrams	1,315	6 9	Government Departments	1,481	8 0
Freight and cartage (outwards)	3,740	15 2	Commission on sales of publications	1,404	2 7
Insurance	271	9 3	Rent receivable	236	0 0
Exchange	37	16 9			
Discounts allowed	189	6 4			
Telephones (rental)	120	14 0			
Medical services	16	2 5			
Lighting, &c. (proportion)	58	13 8			
Proportion of rent, &c., High Commissioner's Office ..	340	0 0			
Office expenses	380	14 6			
Sundry trade expenses	468	17 1			
Audit fee	150	0 0			
Wages: Cleaners, watchmen, &c.	2,368	1 0			
Interest on capital	10,535	0 9			
Depreciation—					
Buildings	1,011	15 10			
Plant and machinery	6,373	13 10			
Furniture, fittings, and office equip-					
ment	88	11 7			
Type and type metal	97	7 11			
Accessories	482	6 0			
	8,053	15 2			
Losses on disposal of assets	20	13 0			
Rent of storage space	553	1 7			
Grant in lieu of leave of absence	5	7 6			
Balance carried down	11,285	0 9			
	£49,303	7 0		£49,303	7 0
			Balance brought down	11,285	0 9

BALANCE-SHEET AS AT 31ST MARCH, 1939.

<i>Liabilities.</i>			<i>Assets.</i>		
	£	s. d.		£	s. d.
Capital Account			Land	54,359	0 0
Public Works Fund	112,623	6 0	Buildings	36,003	17 9
Consolidated Fund	150,752	13 6	Plant and machinery—		
	263,375	19 6	Composing plant	1,358	9 7
Creditors—			Machine-composing plant	8,808	1 3
Departmental	2,713	15 10	Addressograph plant	115	15 0
Sundry	3,170	1 5	Printing plant	13,132	4 7
	5,883	17 3	Binding plant	7,597	19 0
Wages accrued	2,675	5 2	Litho plant	3,495	8 10
Bad Debts Reserve	163	18 6	Photo plant	1,300	14 9
Writing-off Suspense Account	289	13 11	Stereotype plant	840	16 5
Balance, Profit and Loss Account	11,285	0 9	Engine-room plant	618	8 5
			Miscellaneous plant	5,465	1 9
				42,732	19 7
			Furniture, fittings, and office equip-		
			ment	735	1 4
			Type and type metal	12,023	18 5
			Accessories—		
			Composing Branch	1,956	15 1
			Machine-composing Branch	55	14 5
			Printing Branch	55	2 7
			Binding Branch	296	11 4
			Litho Branch	75	2 5
			Photo Branch	43	10 9
			Stereotype Branch	7	18 5
			Engine-room	40	12 10
			Paper Store	161	10 1
				2,692	17 11
			Payments in advance	45	17 9
			Debtors—		
			Departmental	14,855	5 1
			Sundry	5,725	6 0
				20,580	11 1
			Work in progress		19,121 14 11
			Stock—		
			On hand	62,991	0 5
			In transit	216	10 0
			On consignment	217	12 6
				63,425	2 11
			Stock Suspense Account	269	0 11
			Treasury Adjustment Account	31,662	19 6
			Assets to be written off	20	13 0
				£283,673	15 1
				£283,673	15 1

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, £12,023 18s. 5d." 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, 1939.

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	10,653	14 5	2,615	8 0	National Broadcasting Service	2,752	4 0	692	17 2
Air	1,702	1 4	1,494	1 3	National Commercial Broadcasting Service	1,298	16 0	1,164	2 2
Army	1,638	6 0	1,768	18 6	National Provident Fund	243	3 4	179	10 8
Audit	201	2 4	438	3 11	Native	2,278	9 3	1,719	2 8
Bankruptcy	17	19 4	91	8 8	Naval Defence	527	14 11	1,089	19 11
Census and Statistics	5,123	16 4	263	16 0	New Zealand Meat Producers Board	18	14 7	4	10 11
Cook Islands	123	19 10	588	7 8	New Zealand Reparation Estates	61	4 0	59	12 3
Crown Law	133	10 10	198	8 7	Patents	1,002	4 11	83	1 3
Customs	1,980	6 11	2,241	10 6	Pensions	1,928	9 4	1,222	14 5
Dominion Laboratory	157	9 7	139	8 5	Police	3,121	10 0	3,345	10 10
Dominion Observatory	11	2 8	32	14 9	Post and Telegraph	52,955	0 3	1,203	3 2
Education	10,171	10 3	14,502	1 11	Primary Products Marketing	948	13 11	557	15 7
Electoral	2,552	7 0	1,608	9 2	Prime Minister	408	19 3	230	11 9
External Affairs	319	6 9	239	17 4	Prisons	57	2 1	430	10 3
Friendly Societies	75	17 7	Public Service Commissioner	288	15 6	201	10 5
Gazette	5,975	11 1	Public Service Superannuation Fund	144	12 10	66	18 1
Government Actuary	4	19 10	1	14 10	Public Trust	3,957	11 7	830	0 4
Government House	207	15 2	42	15 1	Public Works	8,733	1 6	14,616	8 5
Government Life Insurance	1,481	4 11	546	16 1	Railways	31,941	7 3	2,655	10 5
Health	2,640	9 2	1,746	16 1	Registrar-General	888	16 10	288	10 5
House of Representatives—					Reserve Bank of New Zealand	79	5 4	48	16 2
Head Office	508	14 10	575	17 2	Rural Intermediate Credit Board	34	12 2
Appendices to Journals	3,671	1 3	Samoan Affairs	320	15 3	777	17 1
Bellamy's	13	8 2	0	7 0	Scientific and Industrial Research	4,502	2 7	1,197	2 9
Bills	780	10 7	Social Security	3,892	6 10	216	2 2
Hansard	5,515	17 7	Stamp Duties	1,226	2 11	479	13 1
Journals	429	13 7	State Advances	2,876	15 3	3,065	13 2
Library	950	2 6	51	14 1	State Coal	143	16 4	124	11 10
Order Papers	322	3 9	State Fire Insurance	1,843	3 8	1,290	11 9
Statutes	104	5 8	State Forest Service	1,196	18 4	964	8 9
Housing Construction	753	5 10	1,365	4 10	State Iron and Steel	38	12 3	136	13 3
Industries and Commerce, Tourist and Publicity	6,403	6 6	1,715	10 4	Survey Board of New Zealand	0	11 11
Internal Affairs	5,945	5 4	2,048	18 7	Transport	1,399	9 8	865	1 11
Justice	1,423	13 10	2,848	8 1	Treasury	3,386	3 7	588	2 4
Labour	7,327	10 6	3,454	16 4	Valuation	500	6 8	629	1 11
Land and Deeds	413	17 2	387	3 10	Totals	225,174	11 1	91,807	2 9
Land and Income Tax	3,377	19 4	2,719	12 8					
Lands and Survey	4,413	7 3	5,317	4 0					
Law Drafting	8	7 4	19	9 10					
Legislative Council—									
Head Office	72	14 2	57	16 0					
Bills	127	16 7					
Journals	99	4 2					
Order Papers	31	11 6					
Marine	1,511	2 2	406	12 3					
Mental Hospitals	416	19 0	904	11 4					
Mines	366	14 5	321	2 10					
Museum, Dominion	15	12 8	25	19 6					

SUMMARY.

	£	s. d.	£	s. d.		£	s. d.	£	s. d.
1938—April	11,487	16 1	3,212	1 6	1938—November	20,121	17 5	5,919	16 3
May	15,669	2 5	12,834	0 6	December	14,859	9 1	6,165	9 0
June	17,085	1 10	7,095	15 9	1939—January	16,862	4 0	9,029	6 8
July	18,044	12 7	7,458	5 7	February	23,054	1 7	8,263	17 5
August	18,779	5 4	7,561	3 3	March	35,924	9 3	9,142	10 11
September	19,679	15 4	7,484	15 11	Totals	225,174	11 1	91,807	2 9
October	13,606	16 2	7,640	0 0					

RETURN OF ADHESIVE STAMPS, POSTAL NOTES, ETC., PRINTED FROM 1ST APRIL, 1938, TO 31ST MARCH, 1939.

Description.	Sheets.		Stamps.		Value.	
					£	s. d.
Postage	21,557	3,354,263	79,008	11 8		
Postal notes	457,400	4,574,000	41,368	6 8		
Post-cards	138,462	2,215,400	4,562	0 0		
Letter-cards	149,167	1,790,000	7,336	5 0		
Duty	6,987	1,096,167	1,565,035	0 0		
Employment	49,000	11,658,960	1,391,661	0 0		
Social Security	70,500	16,829,280	2,153,573	0 0		
Honey seal	8,956	2,128,560	10,753	15 0		
Newspaper wrappers	40,000	320,000	961	7 0		
Embossed envelopes	1,156,002	1,153,094	5,289	13 2		
Railway freight stamps	4,120	480,000	2,500	0 0		
Totals	2,102,151	45,599,724	5,262,048	18 6		

Approximate Cost of Paper.—Preparation, not given printing (494 copies), £8.

By Authority: E. V. PAUL, Government Printer, Wellington. —1939.

Price 6d.]

