

1890.
NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT ON THE).

Presented to both Houses of the General Assembly by Command of His Excellency.

SIR,—

Printing and Stationery Department, Wellington, 2nd July, 1890.

In submitting my annual report on the department for the year 1889 I have much pleasure in stating that the result of the year's operations shows a marked improvement in many respects over those of previous years. The period covered by the last report included only four months' occupancy of the new premises. A considerable portion of that time was necessarily taken up in removing and re-arranging the plant and machinery, so that barely more than two months of that year may be regarded as the period during which all the inconveniences and drawbacks incident to removal were overcome, and the reorganization of the office accomplished.

Now that a complete period under the new order of things is presented for review, the increased productiveness of the department is apparent. The number of orders received last year was 3,336 as compared with 2,292 for the previous year, showing an increase of 1,044; the number of copies printed, 29,404,737 as against 20,940,891; the number of pages, 20,455 as against 17,400; and the total value of work done, £28,758 12s. 11d. as compared with £24,043 1s. 3d. of the previous year; showing an increase of £4,715 11s. 7d.

On reference to the balance-sheet it will be found that this result has been achieved at a less outlay for wages and overtime than that paid during the previous year, the respective amounts for 1888 and 1889 being £16,642 3s. 5d. as against £16,309 14s. 1d., showing a reduction of £332 9s. 4d.

The "working expenses account" also comes out very satisfactorily. The items "fuel and gas," which cost £551 5s. 3d. in 1887, £451 4s. 9d. in 1888, only cost £168 4s. 3d. for fuel during the past year, for which latter sum, with the addition of salary of engine-driver (£140), the office is heated, lighted, and the whole of the motive-power for the machinery obtained. The comparison is greatly in favour of the present mode of heating and lighting when the size of the respective buildings—the old and the new—are considered, as it is estimated that fully one-third more heat and light are required in the present premises, while the motive-power needed to drive the additional machinery now in use is also much greater.

Again referring to the balance-sheet, it will be found on turning to the profit and loss account, that after making all necessary allowances for interest and depreciation on building and plant, ground-rent, &c., the result shows a profit to the credit of the colony of £7,240 11s. 11d.

The number and classification of employes is shown in Table No. 3. The largest staff of hands employed was during the months of June and July, when it reached 163, while in November following the number dropped to 120.

The return of work performed by the audit-branch of the department—where all accounts for printing and advertising undergo examination before payment—shows that during the year 3,030 separate accounts were scrutinised, from which deductions were made to the amount of £100 14s. 7d.—the total amount passed for payment being £8,431 9s. 10d.

NEW PUBLICATIONS.

The new publications issued during the past year comprise, among others, Vol. XXII. of the "Transactions of the New Zealand Institute," Vol. VI. of White's "Ancient History of the Maori," and the New Zealand Law Reports in monthly parts. The following works are now in the press, and will be issued shortly: Part II. of the "Manual of Grasses and Forage Plants useful to New Zealand," by T. Mackay; an introductory Class-book of Botany for use in New Zealand schools, by G. M. Thomson, F.L.S.; and the Official Record of the Dunedin and South Seas Exhibition.

STAMP-PRINTING BRANCH.

Having been requested by the Government to take over the control of the Stamp-printing Branch of the Stamp Department, the necessary preparations for doing so are now being made. The printing-plant will be modernised by the introduction of new and efficient machinery for the various operations of printing, gumming, and perforating; and the old hand-presses now in use, which are both slow and costly, will be practically superseded. The present method of production, even with the staff working overtime, barely suffices to keep pace with the demands; but with the new machinery ordered,—comprising one of Napier and Son's double-platen machines, and an American Colts's Armory-press,—it is hoped that the output will be largely augmented, and any prospective increase in the demand amply provided for. For gumming and perforating the sheets one of Newsum's gumming machines, and a couple of Blackhall's rotary perforating machines have been ordered; and steam-heated cupboards will be provided for drying the sheets. These improved methods will result in a saving of nearly £400 per annum in expenditure on labour, and obviate the necessity of resorting to overtime to keep up the stocks as at present.

A new series of stamps for the use of the Government Insurance Department will shortly be issued, the steel dies for which are being executed locally. They consist of six denominations—from a halfpenny to one shilling. The two dies already completed are artistically designed and creditably executed. Electrotypes from them are now in course of preparation in this department.

A new series of stamps for the Railway Department, to be used for the carriage of newspapers by train, are among the productions issued from this office during the past year.

STEREOTYPE BRANCH.

The number of stereotype plates cast last year was 1,176; of electrotypes, 2,566 (included in which are 5 plates of postage stamps, 240 heads in each). The number of rubber stamps manufactured for Government departments was 294.

The railway-ticket printing executed by this branch during the year was as follows: Railway tickets, 2,331,010; season tickets, 10,698; flag-station tickets, 344,500; luggage tickets, 64,000; parcels tickets, 48,950; weighbridge tickets, 18,600.

STATIONERY OFFICE.

The number of requisitions received and complied with during the year ending the 31st December last was 9,876, or at the rate of 32 per day. The number of separate items in the requisitions was 45,157. The quantity of waste paper shipped was 47½ tons, representing in value £136 4s. 9d. The local paper-mills purchase all waste material of this description.

I have, &c.,

GEO. DIDSbury,
Government Printer and Stores Manager.

The Hon. the Colonial Secretary.

No. 1.

PROFIT AND LOSS ACCOUNT OF THE GOVERNMENT PRINTING OFFICE FOR THE YEAR ENDING 31st DECEMBER, 1889.

1.—THE COLONY OF NEW ZEALAND ON ACCOUNT OF THE GOVERNMENT PRINTING OFFICE.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Value of work done	28,758	12	11	By Value of buildings and plant, 31st December, 1889	33,487	4	0
Cash received, viz.:—				Cash paid for wages and overtime	16,309	14	1
Advertisements	390	5	11	Working-expenses	489	9	4
Gazette subscriptions	38	2	6	Ground-rent of old store	40	0	0
Official publications	1,250	8	9	Interest on buildings and plant	1,674	7	0
Miscellaneous	2,846	17	7	Value of materials used	6,916	11	10
Land Transfer and gold-mining advertisements	100	17	6	Profit and loss	7,240	11	11
Value of articles made, repairs, &c., by office engineer	86	5	9				
Value of rubber-stamps, electros, &c., for other departments	128	6	5				
	33,599	17	4				
Balance	32,558	0	10				
	£66,157	18	2		£66,157	18	2

2.—STOCK AND BUILDINGS ACCOUNT.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Value of buildings, 1st January, 1889 ..	18,546	10	0	By Value of buildings and plant, 31st December, 1889	32,558	0	10
Improvements during year	360	15	6	Depreciation of buildings and plant carried to Profit and Loss Account ..	929	3	2
Value of plant, 1st January, 1889 ..	14,458	15	10				
Additions during year	121	2	8				
	£33,487	4	0		£33,487	4	0
Value of buildings and plant, brought down	32,558	0	10				

3.—SALARIES ACCOUNT.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Wages—permanent hands	5,993	10	5	By Transfer to Profit and Loss Account ..	16,309	14	1
„ extra hands	9,522	4	8				
Overtime	651	19	0				
Night-watchman	137	0	0				
	£16,309	14	1		£16,309	14	1

4.—WORKING-EXPENSES ACCOUNT.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Fuel	168	4	3	By Transfer to Profit and Loss Account ..	489	9	4
Miscellaneous	321	5	1				
	£489	9	4		£489	9	4

5.—PRINTING AND BINDING ACCOUNT.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Value of paper consumed, including freight and other charges	6,117	5	9	By Value of work done and cash received	33,599	17	4
To Value of binding materials, &c., including freight and other charges	799	6	1				
Balance to Profit and Loss Account ..	26,683	5	6				
	£33,599	17	4		£33,599	17	4

6.—PROFIT AND LOSS ACCOUNT.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Depreciation on buildings and plant ..	929	3	2	By Balance Printing and Binding Account	26,683	5	6
Salaries and overtime	16,309	14	1				
Working-expenses	489	9	4				
Ground-rent of old store	40	0	0				
Interest on plant and buildings	1,674	7	0				
Profit to credit of colony	7,240	11	11				
	£26,683	5	6		£26,683	5	6

SAMUEL COSTALL, Accountant.

No. 2.

RETURN of the VALUE of PRINTING and BINDING executed by the GOVERNMENT PRINTING DEPARTMENT during the Year ended 31st December, 1889.

Department.	Printing.				Binding.	Totals.
	Number of Copies.	Number of Pages.	Authors' Corrections.	Value.		
			Hours.	£ s. d.	£ s. d.	£ s. d.
Audit	8,842	29	2	20 17 6	10 19 6	31 17 0
Colonial Secretary	35,507	150	7	75 1 6	13 16 4	88 17 10
<i>Gazette Branch</i>	364,534	1,462	487	2,256 11 4	209 3 6	2,465 14 10
Constabulary	84,411	263	9	406 14 0	55 5 6	461 19 6
Customs	103,895	189	33	172 17 0	28 19 6	201 16 6
<i>Marine</i>	32,877	121	..	65 15 6	24 0 0	89 15 6
Crown Lands	229,729	276	20	410 6 0	142 8 10	552 14 10
Crown Law	..	..	..	..	12 5 9	12 5 9
Defence	71,779	310	16	106 8 0	48 13 6	155 1 6
Education	121,374	257	2	196 3 0	185 16 4	381 19 4
General Assembly—						
House of Representatives—						
Order Paper.. .. .	49,503	476	37	291 5 6	16 10 6	307 16 0
Papers and returns	188,135	1,962	1,238	3,170 4 6	244 6 6	3,414 11 0
Journals	275	336	87	248 13 6	31 18 6	280 12 0
Miscellaneous	27,912	385	65	122 2 0	72 1 10	194 3 10
Legislative Council—						
Order Paper.. .. .	31,892	103	15	73 14 0	0 13 0	74 7 0
Journals and Appendix	3,850	284	105	154 4 6	30 9 1	184 13 7
Miscellaneous	7,389	140	21	49 5 0	18 16 4	68 1 4
Joint Account	264,790	483	17	233 7 6	276 2 4	509 9 10
Bills	98,184	1,328	2,296	965 9 3	27 11 0	993 0 3
<i>Hansard</i>	109,500	1,953	2,228	2,188 13 0	265 16 2	2,454 9 2
Statutes	23,958	357	..	353 11 6	402 12 6	756 4 0
Geological	24,870	1,097	257	395 15 3	76 18 3	472 13 6
Governor's Establishment	17,127	118	..	71 8 0	47 12 2	119 0 2
Insurance	841,519	319	..	499 2 7	118 6 10	617 9 5
Justice	167,940	463	..	316 1 6	85 15 6	401 17 0
<i>Bankruptcy</i>	10,250	2	..	6 7 6	10 6 10	16 14 4
Land Transfer	27,888	13	..	276 10 6	63 4 8	339 15 2
Lunacy and Hospitals	35,737	81	..	52 8 0	28 1 0	80 9 0
Mines	82,253	361	180	421 2 0	237 12 10	658 15 4
<i>Stock Branch</i>	97,528	50	3	86 0 6	49 1 0	135 1 6
Miscellaneous	52,748	239	71	344 0 0	162 4 11	506 4 11
Native	230,105	1,129	631	911 17 7	93 13 4	1,005 10 11
Post and Telegraph	16,515,116	1,619	74	2,922 3 7	383 15 3	3,305 18 10
<i>Money Order and Savings Bank</i>	917,340	427	..	376 15 0	241 6 8	618 1 8
Printing and Stationery	81,327	87	..	64 11 6	10 19 0	75 10 6
<i>Store Branch</i>	35,034	8	..	48 10 0	576 19 4	625 9 4
Prisons	4,985	43	3	20 19 6	10 1 6	31 1 0
Property-tax	352,162	130	1	211 18 6	310 11 2	522 9 8
Public Trust	997	16	..	3 4 0	3 14 10	6 18 10
Public Works	17,027	144	18	72 13 0	74 15 3	147 8 3
Public Buildings	31,271	229	65	140 19 6	21 2 6	162 2 0
Railways	7,057,267	1,856	380	1,749 8 0	1,188 19 6	2,938 7 6
Registrar-General	194,920	557	126	1,073 16 0	139 19 10	1,213 15 10
Stamp	97,922	39	..	179 0 6	11 0 6	190 1 0
Survey	51,289	253	107	114 5 0	67 8 0	181 13 0
Treasury	580,177	263	2	356 4 0	308 19 6	665 3 6
<i>Registrar, Friendly Societies</i>	22,102	48	..	33 19 0	7 11 2	41 10 2
Totals	29,404,737	20,455	8,603	22,310 5 1	6,448 7 10	28,758 12 11

No. 3.

RETURN of the NUMBER and CLASSIFICATION of the EMPLOYÉS in the GOVERNMENT PRINTING DEPARTMENT during the Year ended 31st December, 1889.

	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.
Overseers	3	3	3	3	3	3	3	3	3	3	3	3
Readers	4	4	3	3	3	5	5	5	6	4	3	3
Compositors	37	41	35	34	41	58	61	61	58	41	23	35
Machinists, pressmen, paper-wetter, cutters, engineer, and engine-driver	9	9	9	9	9	9	9	9	9	8	8	8
Bookbinders, including one overseer	12	12	12	14	14	13	13	13	13	14	14	15
Females in binding branch	16	16	16	17	17	21	21	22	23	22	21	21
Apprentices, machine and errand boys	41	41	42	41	39	38	39	38	38	36	36	33
Assistants	8	8	8	8	11	11	11	11	11	11	11	11
Stereotyper	1	1	1	1	1	1	1	1	1	1	1	1
Totals	131	135	129	130	138	159	163	163	162	140	120	130

No. 4.

RETURN showing the QUANTITY and VALUE of PAPER, ENVELOPES, &c., issued to the GOVERNMENT PRINTING OFFICE during the Year 1889.

Quantity.	Description.	Amount.	Quantity.	Description.	Amount.
R. q.		£ s. d.	R. q.		£ s. d.
22 0	Hand-made post folio	31 1 6	1,551 10	Royal—	
0 5	Large post cheque	0 7 0	92 5	Yellow wove, printing	477 7 10
23 10	Post blue wove	4 14 0	23 7	Coloured	39 4 3
26 10	" double large	11 5 3	43 0	Hand-made	46 14 0
14 0	Turkey mill, post 8vo.	4 14 0	57 17	" superfine	102 13 3
27 0	Vellum, post 8vo.	10 14 9		Imitation hand-made superfine	124 8 3
60 10	Cream wove large post	19 3 2	21 5	Medium,—	
22 10	" Silverburn	12 1 10	19 5	Hand-made	38 10 6
277 0	Double post folio, cream wove, 48lb.	202 18 4	1 3	Imitation hand-made	14 18 4
39 0	Double post folio (money orders), 48lb.	19 19 9	6 16 1	Hand-made loan	2 13 0
33 10	8vo. note, large, 4½lb.	3 7 0	10 12 1	Imperial—	
7 0	4to. letter, large, 10lb.	1 15 6	34 10	Hand-made	20 2 0
			11 0	Imitation hand-made	26 5 3
			11 0	Cartridge, 60lb.	26 14 3
			19 5	Cartridge, double demy, glazed, buff	8 17 9
5 12	Foolscap—			Double imperial, brown	13 1 3
6 4	Cream laid, 14½lb.	1 14 9		Demy blotting-paper	13 9 6
79 16	" 18lb.	2 15 9			
19 0	" hand-made, 18lb.	77 14 0		Total paper	5,412 16 2
722 10	Azure laid	7 16 9			
33 19	Double copying	239 14 0	32,000	Envelopes—	
	Imitation hand-made cream wove double	32 10 6	147,000	Demy, cream wove	16 2 8
2 10	Toned double	1 5 0	387,000	Foolscap, cream wove	71 16 3
11 0	Sheet and a half	5 3 7	450	No. 7, cream laid	84 7 3
1,252 5	Cream laid quad.	688 12 0	1,800	15 x 10	9 16 1
713 0	Pink and buff quad.	207 19 2	1,000	14 x 5	3 2 6
5 0	Turkey mill	5 2 6		13 x 6	1 19 6
2 15	Map-paper, 28 x 26	9 7 6	8,385	Cards—	
88 0	Buff double	13 4 0	20,400	Double small	2 13 4
2,807 5	Yellow wove double	835 3 3		" large	21 4 0
709 10	Blue wove double	328 7 6		Total envelopes, &c.	211 1 7
52 5	Coloured double, 26lb.	22 4 3	6,446	Parchment	423 3 0
1,490 0	Cream wove double, 30lb.	776 0 10	13,300	Pasteboards	70 5 0
16 0	" Silverburn	9 12 0		Total parchment, &c.	493 8 0
56 0	Double crown yellow wove	16 16 0			
	Demy—			Summary—	
136 15	Coloured	30 19 0		Paper	5,412 16 2
225 10	Blue laid	123 9 6		Envelopes, &c.	211 1 7
561 10	Yellow wove double	343 18 3		Parchment, &c.	493 8 0
71 10	Hand-made	96 10 6		Total	6,117 5 9
441 5	Toned double	253 15 4			
7 10	Gummed	6 5 9			

No. 5.

NUMBER of VOUCHERS examined, the AMOUNT of DEDUCTIONS made, and the TOTAL AMOUNT PASSED for PAYMENT, during the Year 1889.

Period.	Number.	Deductions.	Amount passed.
		£ s. d.	£ s. d.
Examined during the month of January	289	16 7 7	936 17 11
" " February	292	16 12 7	934 8 3
" " March	268	2 11 0	608 11 10
" " April	278	1 13 11	632 3 10
" " May	333	7 11 0	826 13 9
" " June	220	5 6 7	795 8 0
" " July	372	13 8 1	1,017 2 5
" " August	196	4 11 2	442 0 5
" " September	156	3 8 4	439 15 10
" " October	168	11 12 1	415 5 6
" " November	211	6 17 1	637 10 9
" " December	247	10 15 2	745 11 4
Totals	3,030	100 14 7	8,431 9 10

No. 6.

RETURN of the VALUE of PRINTING and BINDING executed at the LYTTTELTON GAOL during the
Year ended 31st December, 1889.

Department.							Number of Copies.	Number of Jobs.	Value.
Printing and stationery	..	..	..	..	..	..	625,774	303	£ s. d. 352 11 0
Prisons	..	..	..	..	..	..	208,658	101	124 10 6
Totals	..	..	..	..	..	..	834,432	404	477 1 6

[Approximate Cost of Paper.—Preparation, nil; printing (1,300 copies), £4 7s. 0d.]

By Authority: GEORGE DIDSBURY, Government Printer, Wellington.—1890.