

SESSION II.
1923.
NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1923.

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

SIR,—

Printing and Stationery Department, Wellington, 30th June, 1923.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1923.

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

Gazette.—The number printed of each issue was 1,120, the number of subscribers 465, and the amount received from subscribers and sales £2,702.

Hansard.—The number printed of each issue for session 1922 was 5,226, the number of subscribers 103, and the amount received from subscribers and sales £216.

Stamp-printing.—Stamps to the value of £2,936,052 and postal notes to the value of £14,761 were printed.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 24,413, the weight 17,873 lb. The number of electrotypes was 9,070, and the weight 1,005 lb.

Rubber Stamps.—The number of rubber stamps made was 4,635.

Railway Tickets.—9,270,127 railway tickets were printed, the largest number (1,109,771) being printed in May.

Work of the Year.—All branches of the Department have been kept fairly busy. The Photo-litho and Process-engraving Branch has been particularly busy during the year, which has necessitated the employment of extra hands. The production of the new county maps for the Lands and Survey Department has taxed the branch to its utmost.

Paper and Stationery.—Although there was in hand a large stock of paper purchased at the high rate, advantage was taken of the fall in price to procure good stocks of the most used papers. The price, however, is on the rise again: at the present time it is equal to 5 per cent. above that ruling at this period last year. Stationery prices all round are approximately the same as last year.

Machinery.—There has been a slight fall in the cost of machinery. Several additions were made during the year. An improvement has been made in the lithographic plant by the installation of a plate-graining machine. New and improved lamps are to be used in the Process-engraving Branch. This branch is now fully equipped for the production of three-colour plates. A Cross continuous feeder has been ordered for one of the paper-folding machines. Information is being obtained from the makers of a reel printing machine specially designed to complete in one operation a class of work which at the present time has to be handled several times.

Fire-alarm.—The work of installing an up-to-date automatic fire-alarm system has been put in hand by the Public Works Department.

Finance.—The profit for the year amounts to £1,011, against £7,904 for last year, but this is due in a great measure to the reduced charges for the work done. This decrease has consequently been to the benefit of the other Government Departments.

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1923.

Dr.	£	s.	d.	Cr.	£	s.	d.
To Office salaries	5,208	4	4	By Balance from Trading Account ..	22,503	5	3
Repairs to buildings and plant	1,322	6	6	Storing and handling stationery for other Departments	613	9	2
Postages and telegrams	1,473	9	7	Commission on sales of publications, &c... ..	3,201	2	1
Freight (outward)	895	0	1	Rent receivable	236	0	0
Insurance	202	12	9				
Exchange	60	7	10				
Discount allowed	108	18	8				
Telephone rentals	82	7	5				
Medical services	126	19	6				
Lighting (proportion)	34	0	0				
Proportion rent, High Commissioner's Office ..	150	0	0				
Office expenses	272	7	7				
Audit fee	50	0	0				
Wages, charwomen and messengers	2,338	15	1				
Printing <i>Public Service Official Circular</i> ..	30	3	4				
Bad debts reserve	100	0	0				
Depreciation on buildings and plant	2,612	15	3				
Interest on capital	10,473	10	6				
Balance carried down	1,011	18	1				
	<u>£26,553</u>	<u>16</u>	<u>6</u>		<u>£26,553</u>	<u>16</u>	<u>6</u>

TREASURY ADJUSTMENT ACCOUNT.

1922.	£	s.	d.	1922.	£	s.	d.
Mar. 31.				Mar. 31.			
To Education Department for subscriptions, <i>Public Service Circular</i>	33	15	0	By Repairs buildings and plant (Public Works) ..	502	11	6
Wages, Stamp Branch, transferred	5,055	4	11	Interest Account	10,473	10	6
Cost of printing <i>Kahiti</i> , transferred	2,191	11	3	Audit Fee Account	50	0	0
Balance, Receipts and Payments Account ..	49,806	17	0	Unauthorized Expenditure Account	703	6	1
	<u>£57,087</u>	<u>8</u>	<u>2</u>	Balance	45,358	0	1
					<u>£57,087</u>	<u>8</u>	<u>2</u>

BALANCE-SHEET AS AT 31ST MARCH, 1923.

Liabilities.	£	s.	d.	Assets.	£	s.	d.	£	s.	d.
Capital Account	232,745	10	8	Buildings	45,080	0	0			
Sundry creditors	3,765	10	3	Less depreciation	901	12	0			
Wages accrued	448	3	0					44,178	8	0
Bad Debts Reserve Account	241	3	11	Land				60,600	0	0
Balance Profit and Loss Account	1,011	18	1	Printing plant	18,146	0	0			
				Binding plant	5,419	12	3			
				Litho and photo plant	2,344	11	10			
				Engine-room plant	417	5	9			
					26,327	9	10			
				Add purchases	845	13	2			
					27,173	3	0			
				Less sales	378	6	2			
					26,794	16	10			
				Less depreciation	1,339	14	9			
								25,455	2	1
				Type	6,848	2	2			
				Add purchases	253	8	4			
					7,101	10	6			
				Less sales	40	6	0			
					7,061	4	6			
				Less depreciation	353	1	3			
								6,708	3	3
				Furniture	362	15	3			
				Add purchases	4	8	9			
					367	4	0			
				Less depreciation	18	7	3			
								348	16	9
				Sundry debtors				15,041	7	0
				Treasury Adjustment Account				45,358	0	1
				Stock on hand				40,522	8	9
								<u>£238,212</u>	<u>5</u>	<u>11</u>
	<u>£238,212</u>	<u>5</u>	<u>11</u>							

H. M. C. ROBERTSON, Accountant.

I hereby certify that the Statement of Receipts and Payments, Trading Account, Profit and Loss Account, 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.

G. F. C. CAMPBELL, Controller and Auditor-General.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1923.

	Printing.	Stationery.		Printing.	Stationery.
	£ s. d.	£ s. d.		£ s. d.	£ s. d.
Advertising Office ..	61 14 6	1 15 3	Native Trust Office ..	81 0 11	70 4 0
Agriculture ..	2,438 9 0	1,110 16 3	New Zealand Naval Ad- viser ..	229 18 6	140 9 7
Audit Office ..	137 5 6	253 10 10	Patents ..	1,137 2 4	96 19 3
Bankruptcy ..	182 1 9	89 17 10	Pensions ..	1,125 6 0	356 2 2
Cook Islands Administra- tion ..	67 4 0	121 4 9	Police ..	3,790 0 6	2,457 16 3
Crown Law Office ..	87 10 3	93 3 2	Post and Telegraph— Head Office ..	5,538 3 0	89 4 11
Customs ..	824 0 9	963 15 5	Controller of Stores ..	14,288 2 5	170 6 2
Defence ..	2,882 12 11	1,223 18 4	Prime Minister's Office ..	198 3 6	141 12 4
Repatriation ..	128 6 6	195 10 6	Prisons ..	357 0 0	358 0 4
Education— Head Office ..	3,077 9 9	1,045 17 10	Public Service Commis- sioner ..	128 3 6	96 15 9
Examination Branch ..	1,298 19 6	13 11 9	Public Service Official Cir- cular ..	65 5 0	..
School Journal ..	5,614 16 6	0 2 3	Public Service Superan- nuation Board ..	91 0 6	25 6 4
Teachers' Superannua- tion Fund ..	54 18 6	0 15 6	Public Trust Office ..	2,914 11 6	570 16 9
Electoral ..	3,257 16 7	1,405 3 10	Public Works ..	3,680 19 5	4,165 4 11
External Affairs ..	410 11 6	457 8 9	Railways— Head Office ..	1,381 7 11	99 4 5
Friendly Societies ..	90 6 6	3 15 0	Accountant ..	61 4 6	19 4 7
Gazette ..	7,514 3 11	3 0 7	Chief Engineer ..	1 7 6	1 6 3
General Assembly— Bills ..	1,440 6 0	..	Chief Traffic Manager ..	1 0 0	..
Hansard ..	8,590 19 4	15 12 9	District Traffic Manager ..	333 2 6	..
Joint Account ..	664 6 9	29 12 9	Day Tickets ..	988 17 8	..
Statutes ..	3,720 9 6	11 17 7	Mechanical Engineer ..	20 8 0	..
Geological Survey ..	323 2 0	23 3 5	Stationery Clerk ..	17,625 19 7	102 6 5
Government Accident In- surance ..	139 6 6	2 15 9	Stores Manager ..	..	..
Government Firewood Depot ..	..	..	Stores, Petone ..	39 3 9	21 10 3
Government House ..	155 15 6	37 10 1	Ticket-printer ..	2,114 11 0	..
Government Life Insurance ..	1,331 15 0	436 6 4	Time-table ..	1,725 19 0	..
Government Statistician ..	6,215 1 8	137 10 11	Registrar-General ..	741 14 10	219 19 9
Health ..	1,924 5 7	756 10 0	Stamp Duties ..	1,174 3 2	581 8 10
Hector Observatory ..	33 5 0	20 10 1	State Advances ..	984 10 1	343 5 11
House of Representatives— Appendix ..	6,639 8 0	..	State Coal— Head Office ..	18 10 0	..
Journals ..	830 9 0	..	Christchurch Depot ..	..	6 0 0
Miscellaneous ..	616 2 9	269 15 9	Greymouth Depot ..	46 14 6	11 11 11
Order Paper ..	793 7 6	..	Huntly Depot ..	..	..
Immigration ..	156 12 0	62 17 7	Wanganui Depot ..	2 17 6	6 4 3
Imperial Government Supplies ..	85 10 0	20 2 3	Wellington Depot ..	4 0 0	15 17 9
Industries and Commerce ..	72 19 0	70 3 6	State Forest Services ..	968 11 11	494 9 8
Internal Affairs ..	2,538 8 10	927 8 4	State Fire Insurance ..	789 8 1	359 4 9
Internal Affairs, Minister's Offices ..	258 17 6	349 18 3	Stores Control Board ..	115 4 3	..
Journal of Agriculture ..	2,424 10 3	85 10 7	Tourist ..	344 13 6	173 13 2
Justice ..	2,564 3 3	3,228 13 8	Treasury ..	3,273 0 7	446 13 0
Kahiti ..	1,635 7 3	..	Valuation ..	415 17 4	460 0 9
Labour ..	2,662 10 2	355 0 5	Totals ..	155,150 18 9	32,834 9 0
Land and Deeds ..	1,051 6 0	623 13 10			
Land and Income Tax ..	2,182 14 9	868 14 9			
Land for Settlements ..	3 1 6	10 6 9			
Lands and Survey ..	6,000 19 3	3,708 14 10			
Legislative Council— Appendix ..	..	..			
Journals ..	273 6 0	..			
Miscellaneous ..	231 9 3	47 16 2			
Order Paper ..	127 13 6	..			
Marine ..	1,444 5 8	364 13 0			
Mental Hospitals ..	506 3 0	393 13 8			
Meteorological ..	125 13 6	15 8 4			
Mines ..	429 19 3	228 17 9			
Museum, Dominion ..	1,285 11 9	40 11 11			
National Provident Fund ..	303 11 4	154 18 9			
Native ..	442 13 6	451 11 0			

SUMMARY.

1921—April ..	8,707 12 7	1,506 6 5
May ..	12,334 14 2	3,475 5 5
June ..	11,763 13 8	2,919 14 7
July ..	17,549 16 6	2,981 14 8
August ..	15,505 10 0	4,001 15 9
September ..	14,262 17 11	2,304 17 9
October ..	13,280 6 10	2,490 11 4
November ..	14,274 2 8	3,757 13 10
December ..	12,548 13 7	2,162 6 3
1922—January ..	7,760 3 1	1,851 4 8
February ..	8,889 3 8	2,463 1 2
March ..	18,274 4 1	2,919 17 2
Totals ..	155,150 18 9	32,834 9 0

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FOR THE YEAR ENDED 31ST MARCH, 1923.

Description.	Sheets.	Stamps.	Value.
			£ s. d.
Postage ..	562,120	124,229,320	1,083,220 15 0
Postal notes ..	224,045	2,225,645	14,760 16 8
Post-cards ..	90,000	1,440,000	7,315 2 4
Letter-cards ..	164,995	1,979,962	14,951 13 4
Duty ..	9,162	1,087,330	1,708,905 0 0
Wrappers ..	50,000	400,000	1,324 13 0
Railways ..	6,500	780,000	3,100 0 0
Impressed ..	..	14,069,282	117,234 16 3
Totals ..	1,106,822	146,211,548	2,950,812 16 5

Approximate Cost of Paper.—Preparation, not given printing (475 copies), £7 10s.

By Authority : W. A. G. SKINNER, Government Printer, Wellington.—1923.

Price 3d.]