

1927.

NEW ZEALAND

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1927.

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

SIR,—

Printing and Stationery Department, Wellington, July, 1927.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1927.

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

Gazette.—The number printed of each issue was 1,000, the number of subscribers 437, and the amount received from subscribers and sales £3,303.

Hansard.—The number printed of each issue for session 1926 was 6,700, the number of subscribers 123, and the amount received from subscribers and sales £145.

Stamp-printing.—Stamps to the value of £3,340,727, and postal notes to the value of £24,669, were printed.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 39,782, of which 3,114 were nickel-plated, the weight being 28,619 lb. The number of electrotypes was 1,294, and the weight 1,185 lb.

Rubber Stamps.—The number of rubber stamps made was 807.

Railway Tickets.—7,839,936 railway tickets were printed, the largest number (1,235,727) being printed in November.

Work of the Year.—The volume of work for the past year exceeded that of the previous year to the value of £10,000, the turnover being approximately £244,000. The greater volume of work was executed without any undue amount of overtime being necessary, as the new and up-to-date machinery which has been installed enabled it to be completed with greater speed.

The work of the Photo-litho and Process Engraving Branch, as in the previous year, remained at high pressure—six maps of New Zealand, seven county maps, nineteen borough and town maps, thirty survey-district maps, ninety sale plans and posters, and 744 miscellaneous maps, graphs, &c., being reproduced and printed. Three maps of New Zealand were drawn during the year, apart from numerous graphs, posters, and colour stones. Four hundred large negatives up to 30 in. by 30 in., were required for the maps and plans, and 1,750 negatives were made for process blocks; also, a large number of bromide prints and lantern-slides were produced.

During the year the Stationery Office dealt with 11,824 requisitions for stationery, the total sales amounting to £39,720. These requisitions comprised 111,744 items, and, in addition to parcels, 2,395 cases of stationery were despatched. Cash orders numbered 10,010. In addition, 231 typewriters, of the value of £3,686, were issued to Government Departments.

Paper and Stationery.—Stocks throughout the year have been kept well up to the required standard, and prices for the main supply of paper have been satisfactory, the purchases amounting to £67,659 and the issues to £46,103, comprising 75,000 packages of paper and boards, and 12,000,000 envelopes.

Machinery.—During the year up-to-date machinery has been installed, which tends to a greater expedition in the production of the work.

Accommodation.—The question of providing more accommodation is an urgent one. As the volume of work is increasing, it is becoming more difficult to handle in an expeditious manner.

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.,

W. A. G. SKINNER,

Government Printer.

The Hon. the Minister in Charge.

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1927.

<i>Dr.</i>	£	s.	d.	<i>Cr.</i>	£	s.	d.
To Office salaries	6,261	16	11	By Balance from Trading Account ..	38,794	10	9
Repairs and alterations to buildings and plant	916	12	10	Storing and handling stationery for other Departments	651	19	2
Postages and telegrams	1,589	14	5	Commission on sale of publications ..	3,150	1	2
Freight (outward)	1,486	1	6	Rent receivable	392	5	0
Insurance	185	13	9	Interest receivable	55	5	11
Exchange	7	16	5				
Discounts allowed	70	2	6				
Telephone rental	139	7	6				
Medical services	169	9	0				
Lighting (proportion)	40	0	0				
Loss on sale of printing-machine ..	100	0	0				
Proportion of rent, High Commissioner's Office	300	0	0				
Office expenses	394	15	7				
Audit fee	50	0	0				
Wages—Charwomen and watchmen ..	2,193	15	4				
Interest on capital	10,823	7	5				
Depreciation	6,987	3	1				
Balance carried down	11,328	5	9				
	<u>£43,044</u>	<u>2</u>	<u>0</u>		<u>£43,044</u>	<u>2</u>	<u>0</u>
				By Balance brought down	£11,328	5	9

NOTE.—Interest at the rate of $4\frac{1}{2}$ per cent. has been charged on capital for which the Department has no parliamentary appropriation.

TREASURY ADJUSTMENT ACCOUNT.

	£	s.	d.		£	s.	d.
To Balance	37,188	4	6	By Interest on Capital Account ..	10,823	7	5
Receipts				Balance carried down	26,364	17	1
Payments							
	<u>£37,188</u>	<u>4</u>	<u>6</u>		<u>£37,188</u>	<u>4</u>	<u>6</u>
To Balance brought down	£26,364	17	1				

BALANCE-SHEET AS AT 31ST MARCH, 1927.

<i>Liabilities.</i>	£	s.	d.	<i>Assets.</i>	£	s.	d.
To Capital Account	240,519	6	9	By Buildings	46,000	0	0
Sundry creditors	6,874	8	2	Land	60,600	0	0
Wages accrued	417	18	7	Plant and machinery—			
Bad Debts Reserve Account	215	15	2	Composing plant	561	10	7
Stock Suspense Account	8	14	9	Monotype plant	8,697	1	2
Cash Suspense Account	3	0	8	Addressograph plant	669	15	0
Depreciation Reserve Account ..	18,269	5	4	Printing plant	17,351	19	2
Losses to be Written Off Account ..	128	7	3	Binding plant	10,831	8	0
Balance, Profit and Loss Account ..	11,328	5	9	Litho plant	2,074	6	2
				Photo plant	1,473	5	5
				Stereotype plant	673	1	0
				Engine-room plant	1,627	4	9
				Miscellaneous plant	1,697	0	0
					<u>45,656</u>	<u>11</u>	<u>3</u>
				Motor-van	735	0	0
				Furniture and office equipment ..	2,101	2	0
				Type	8,089	9	9
				Accessories—			
				Composing Branch	3,388	4	7
				Addressograph	48	0	0
				Branch			
				Printing and Bind-	838	1	9
				ing Branch			
				Litho Branch	252	0	9
				Stereotype Branch	8	17	6
				Engine-room	17	13	3
				Paper store	62	1	1
					<u>4,614</u>	<u>18</u>	<u>11</u>
				Treasury Adjustment Account ..	26,364	17	1
				Sundry debtors	30,057	5	2
				Writing-off Suspense Account ..	154	13	5
				Suspense, s.s. "Northumberland" ..	1,208	19	0
				Work in progress	4,149	5	8
				Stock on hand	48,033	0	2
	<u>£277,765</u>	<u>2</u>	<u>5</u>		<u>£277,765</u>	<u>2</u>	<u>5</u>

W. HUTCHINGS, Acting Accountant.

I hereby certify that the Receipts and Payment Account, 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, subject to the above departmental notes. The following comment is appended.—The accounts do not include a charge for any portion of the Government subsidy paid to the Superannuation Fund.—G. F. C. CAMPBELL, Controller and Auditor-General.

**RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1927.**

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.
Advertising	64	11	2	36	15	8	Mental Hospitals ..	845	8	6	399	18	0
Agriculture	3,090	4	8	1,523	16	3	Mines	540	5	8	280	15	10
Audit	211	14	4	307	15	0	Museum, Dominion ..	967	16	6	67	19	5
Bankruptcy	156	11	5	90	0	1	National Provident Fund	386	11	3	130	7	10
Census and Statistics ..	8,338	3	11	273	13	6	Native, Head Office ..	784	12	3	450	2	10
Cook Island Administration	148	19	7	220	6	4	Native Trustee	246	4	6	155	17	11
Crown Law	47	12	9	136	7	10	N.Z. Naval Adviser ..	143	12	11	446	0	4
Customs	935	0	7	1,223	16	0	N.Z. Meat Producers	1	13	0	22	14	7
Defence	3,013	10	6	1,701	9	5	Board						
Dominion Laboratory ..	219	7	1	79	9	6	Patents	1,491	17	0	391	17	0
Education—							Pensions	1,578	13	4	664	13	4
Head Office	3,838	3	11	1,667	12	8	Police	4,358	3	11	1,940	6	7
Examination Branch	1,247	3	0	7	3	0	Post and Telegraph—						
School Journal	5,725	9	6	3	2	9	Head Office	19,251	11	8	58	19	1
Teachers' Superannua-	74	17	0	0	9	0	Stores	23,986	4	3	889	13	8
tion Fund							Stores Division				251	7	1
Electoral	294	8	3	123	15	2	Prime Minister's Office ..	268	5	4	199	15	0
External Affairs	404	13	7	137	13	3	Prisons	679	15	1	588	19	11
Friendly Societies	84	15	6				Public Service Commis-	119	11	4	77	4	8
Gazette	8,346	16	10	10	18	2	sioner						
Geological Survey	1,388	13	6	26	13	0	Public Service Superan-	109	17	9	36	8	3
Government Actuary ..	42	10	9	27	16	11	nuation Board						
Government House	280	7	7	54	6	1	Public Trust	3,391	7	6	866	2	3
Government Life Insurance	1,572	7	5	437	5	7	Public Works	5,801	10	3	6,913	1	4
Health	2,440	0	9	1,179	15	5	Railways—						
Dominion Observatory ..	26	9	9	7	15	5	Head Office	1,763	9	8	96	1	1
House of Representatives—							Accountant	573	16	6	13	8	11
Head Office	874	11	3	399	15	4	Chief Engineer	9	8	6	19	18	0
Appendix to Journals	7,319	12	8				District Traffic Manager	438	0	0			
Bills	1,748	13	7				Day tickets	868	12	10			
Hansard	5,600	19	0				Stationery Clerk	22,597	6	6	1,452	18	2
Journals	433	6	9				Stores, Petone	1	1	0	584	12	9
Order Papers	444	19	0				Time-table	1,781	9	6			
Statutes	6,187	7	2	0	9	0	Ticket-printer	1,277	6	11			
Immigration	292	4	4	111	12	6	Registrar-General	1,116	14	10	275	17	4
Industries and Commerce	157	10	3	116	13	8	Samoa Administration ..	180	18	5	348	18	4
Internal Affairs	5,634	12	11	1,620	12	8	Scientific and Industrial	50	5	6	142	2	11
Internal Affairs (Ministers'	278	16	5	541	0	1	Research						
Offices)							Stamp Duties	1,421	6	7	625	9	5
Journal of Agriculture ..	2,283	18	8				State Advances	2,398	19	9	745	1	10
Justice	2,384	5	1	2,876	15	5	State Coal—						
Kahiti	1,754	4	8				Head Office	60	4	3			
Labour	1,950	15	8	631	8	9	Christchurch Depot ..	23	11	7	15	2	0
Land and Deeds	1,025	8	5	979	14	11	Greymouth Depot	123	4	8	59	9	0
Land and Income Tax ..	1,671	0	8	590	16	9	Wanganui Depot	24	3	4	9	1	5
Lands for Settlement ..	5	7	3	4	7	7	Wellington Depot	44	10	6	18	5	10
Lands and Survey	7,657	5	0	3,426	11	11	State Forest Service ..	1,183	13	1	690	7	6
Law Drafting	344	16	9	11	11	6	State Fire and Accident	1,439	7	8	897	3	1
Legislative Council—							Insurance						
Head Office	829	12	11	66	19	2	Stores Control Board ..	610	13	6	23	11	0
Appendix to Journals ..	28	0	0				Surveyors' Board	12	12	0			
Bills	286	7	0				Tourist	1,129	1	4	323	0	5
Journals	120	3	8				Treasury	4,071	11	2	542	19	10
Order Papers	92	2	0				Valuation	766	8	10	455	0	4
Maori Ethnological Re-				68	0	0							
search Board							Totals	202,500	19	11	43,404	11	6
Marine	2,181	5	1	509	12	2							

SUMMARY.

1926—April	18,522	12	11	1,660	12	5	1926—November	22,732	17	9	4,609	8	6
May	22,069	7	2	4,221	3	1	December	12,964	5	7	3,165	13	9
June	16,741	0	2	3,583	0	9	1927—January	7,352	11	3	2,539	7	3
July	19,783	11	2	3,863	16	5	February	15,049	11	9	3,948	4	7
August	17,800	7	4	5,471	19	11	March	20,652	18	9	3,911	12	2
September	18,054	18	7	3,476	7	11							
October	10,776	17	6	2,953	4	9	Totals	202,500	19	11	43,404	11	6

RETURN OF ADHESIVE AND IMPRESSED STAMPS FROM 1ST APRIL, 1926, TO 31ST MARCH, 1927.

Description.	Sheets.	Stamps.	Value.
			£ s. d.
Postage	858,628	187,053,789	1,109,091 2 6
Postal notes	367,400	3,674,000	24,669 1 8
Post-cards	141,375	2,262,000	4,664 14 6
Letter-cards	232,501	2,790,014	11,578 10 8
Duty	13,510	1,420,133	2,013,501 0 0
Wrappers	66,000	528,000	1,317 14 0
Railways	39,000	3,900,000	157,500 0 0
Embossed envelopes ..	6,387	6,320	18 3 4
Impressed		4,450,621	43,055 10 8
	1,724,801	206,084,877	3,365,395 17 4

Approximate Cost of Paper.—Preparation, not given; printing (500 copies), £6 12s. 6d..

By Authority: W. A. G. SKINNER, Government Printer, Wellington.—1927.

Price 3d.]