

1929.
NEW ZEALAND.

PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1929.

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

SIR,—

Printing and Stationery Department, Wellington, 31st July, 1929.

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1929.

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 532, and the amount received from subscribers and sales £3,193.

Hansard.—The number printed of each issue for session 1928 was 6,900, the number of subscribers 138, and the amount received from subscribers and sales £199.

Stamp-printing.—Stamps to the value of £2,910,152, postal notes to the value of £24,960, and Post Office investment certificates to the value of £51,070 were printed.

Stereo and Electro Plates.—The number of stereo-plates cast during the year was 42,142, of which 2,567 were nickel-plated, the weight being 26,851 lb. The number of electrotypes was 4,235, and the weight 518 lb.

Rubber Stamps.—The number of rubber stamps made was 1,927.

Railway Tickets.—7,124,493 railway tickets were printed, the largest number (984,463) being printed in October.

Work of the Year.—All branches of the Department have been kept fairly busy, but there has not been the same necessity to employ extra hands to keep pace with requirements.

During the year the Photo-litho and Process Engraving Branch dealt with 56 maps of survey districts and boroughs, 70 sale plans and posters, 4 large county maps, 426 miscellaneous maps, plans, cheque forms, debenture forms, and diagrams. A large number of half-tone, line, and three-colour blocks were made, in addition to a number of bromide prints, enlargements, lantern-slides, and transparencies.

The Stationery Office dealt with 13,924 requisitions for stationery, the total sales amounting to £39,017. These requisitions comprised 122,124 items, and, in addition to parcels, 2,768 cases of stationery were despatched. Cash orders numbered 6,857. In addition, 329 typewriters, of the value of £4,909, were issued.

Paper.—Stocks throughout the year have been well maintained, prices showing a decline on those of last year. The issues for the year amounted to £41,058, comprising 69,700 packages of paper and boards, and 14,158,000 envelopes.

Machinery.—During the year several new machines designed to give a greater output were installed. These are working satisfactorily. New folding-machines are required in the Binding Branch, as the machines at present in use are obsolete. Modern frames and make-up cabinets are also required in the composing-rooms.

Accommodation.—The question of providing adequate accommodation for several of the branches requires early consideration. The portion of the building occupied by the Stationery Office is too small to enable the work to be handled in the most economical manner. Additional space is also required in this branch for the display of Government publications.

Finance.—The year's working has resulted in a profit of £2,813 7s. 10d. after charging interest on capital and depreciation in full. The result is satisfactory.

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, 1929.

<i>Dr.</i>	£	s.	d.	<i>Cr.</i>	£	s.	d.
To Office salaries	6,591	15	1	By Balance transferred from Trading Account ..	32,443	15	7
Repairs and alterations to buildings and plant ..	1,349	6	4	Storing and handling stationery, &c., for other			
Postages and telegrams	1,509	9	1	Government Departments	651	19	2
Freight (outward)	1,835	0	10	Commission on sales of publications	3,144	0	7
Insurance	178	8	9	Rents receivable	392	5	0
Exchange	0	15	3	Interest receivable	51	15	11
Discounts allowed	95	8	9				
Telephones (rental)	133	11	2				
Medical services	179	2	9				
Lighting (proportion)	40	0	0				
Proportion of rent, &c., High Commissioner's							
Office	360	0	0				
Office expenses	312	8	1				
Audit fee	100	0	0				
Wages—Charwomen and watchmen	2,021	15	7				
Interest on capital	10,383	10	9				
Depreciation	8,410	11	0				
Compassionate allowances to widows of							
deceased officers	340	0	0				
Grant in lieu of leave of absence	29	5	0				
Balance carried down	2,813	7	10				
	<u>£36,683</u>	<u>16</u>	<u>3</u>				
					<u>£36,683</u>	<u>16</u>	<u>3</u>
				By Balance brought down	£2,813	7	10

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.

BALANCE-SHEET AS AT 31ST MARCH, 1929.

Liabilities.				£		s. d.		Assets.				£		s. d.	
Capital Account	..	..	..	..	230,745	5	2	Land	..	..	..	..	60,600	0	0
Creditors—			£	s. d.				Buildings	..	..	..	..	47,532	10	3
Departmental	..	..	4,541	8 7				Plant and machinery—			£	s. d.			
Sundry	..	..	2,440	6 9				Composing plant	..	..	464	9 4			
					6,981	15	4	Monotype plant	..	..	8,612	15 2			
Wages accrued	..	..	..	..	624	18	3	Addressograph plant	..	..	659	15 0			
Bad Debts Reserve	..	..	..	..	197	15	9	Printing plant	..	..	23,925	18 7			
Depreciation Reserve	..	..	..	..	33,550	2	11	Binding plant	..	..	12,109	9 3			
Writing-off Suspense Account	..	..	..	..	167	11	6	Litho plant	..	..	3,099	9 8			
Balance, Profit and Loss Account	..	..	..	..	2,813	7	10	Photo plant	..	..	1,644	15 8			
								Stereotype plant	..	..	1,739	14 6			
								Engine-room plant	..	..	1,557	3 9			
								Miscellaneous plant	..	..	6,196	16 8			
													60,010	7	7
								Furniture, fittings, and office equip-							
								ment	..	..	..	..	2,194	7	6
								Type	..	..	..	..	9,127	14	0
								Accessories—							
								Composing Branch	..	..	3,389	10 7			
								Addressograph Branch	..	..	48	0 0			
								Printing Branch	..	..	76	8 11			
								Binding Branch	..	..	813	8 0			
								Litho Branch	..	..	200	9 6			
								Photo Branch	..	..	62	10 3			
								Stereotype Branch	..	..	14	13 8			
								Engine-room	..	..	57	19 9			
								Paper-store	..	..	62	1 1			
													4,725	1	9
								Payments in advance	..	..	..	..	2	16	8
								Debtors—							
								Departmental	..	..	22,115	6 3			
								Sundry	..	..	2,253	19 5			
													24,369	5	8
								Work in progress	..	..	..	..	15,249	14	6
								Old stores for disposal	..	..	..	..	13	19	0
								Stock on hand	..	..	..	..	41,399	4	11
								Stock Suspense Account	..	..	..	..	89	14	11
								Assets to be written off	..	..	..	..	78	3	8
								Treasury Adjustment Account	..	..	..	..	9,687	16	4
													£275,080	16	9

Public Works Department administration expenses (£25) are included for which the Department has no parliamentary appropriation.

E. V. PAUL, 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 above departmental notes.—G. F. C. CAMPBELL, Controller and Auditor-General.

RETURN OF VALUE OF PRINTING AND STATIONERY ISSUED TO DEPARTMENTS FOR THE YEAR ENDED
31ST MARCH, 1929.

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	21	7 6	0	9 0	Mental Hospitals ..	699	6 8	619	1 2
Agriculture—					Mines	388	7 10	202	2 5
Head Office	2,780	5 7	1,834	3 6	Museum, Dominion ..	179	5 9	54	14 7
<i>Journal</i>	2,027	8 3			National Provident Fund	358	19 2	149	11 4
Audit	130	18 0	330	9 3	Native	737	16 8	547	15 5
Bankruptcy	122	14 0	154	9 4	Native Trust	78	2 2	106	3 5
Board of Maori Arts ..	2	2 0	5	8 11	Naval Defence	198	12 8	507	6 0
Census and Statistics ..	8,796	18 11	199	14 6	New Zealand Meat Pro-	42	2 6	22	9 3
Cook Islands	450	19 11	244	13 6	ducers' Board				
Crown Law	63	10 6	110	19 4	Patents	1,509	8 11	99	15 8
Customs	1,377	9 3	1,248	18 1	Pensions	1,187	4 0	603	10 6
Defence	3,225	17 3	1,691	10 8	Police	2,833	0 1	1,906	6 1
Dominion Laboratory ..	183	18 2	54	11 2	Post and Telegraph—				
Dominion Observatory ..	30	0 6	12	15 1	Head Office	22,514	9 8	70	4 0
Education—					Stores	128	4 9	366	16 6
Head Office	4,507	8 3	1,817	15 4	Stores Division ..	14,088	9 2	293	2 1
Examination Branch	1,195	0 9	2	14 0	Prime Minister's Office	198	0 10	210	11 3
<i>School Journal</i> ..	5,585	0 11	4	8 6	Prisons	421	18 0	478	6 7
Teachers' Superannua-	141	16 3	0	11 1	Public Service Commis-	96	13 7	101	8 0
tion Fund					sioner				
Electoral	2,386	6 0	1,279	17 7	Public Service Superan-	83	10 6	20	4 11
External Affairs	422	17 6	68	2 1	nation				
Friendly Societies ..	62	19 0			Public Trust	3,002	13 4	1,428	7 4
<i>Gazette</i>	8,483	14 11			Public Works	4,463	0 1	7,525	4 8
Geological Survey ..	622	4 0	35	2 7	Railways—				
Government Actuary ..	22	3 0	17	9 2	Head Office	3,544	7 1	580	12 8
Government Life Insurance	1,268	5 11	366	6 4	Accountant	34	17 0	13	0 7
Government House ..	223	7 10	27	0 7	Day tickets	831	16 8		
Health	3,016	18 4	1,225	11 0	District Traffic Manager	2,689	5 6	0	7 1
House of Representatives—					Stationery Clerk ..	14,582	18 0	1,663	18 6
Head Office	572	2 8	325	17 6	Stores, Petone ..	2	3 0	430	3 0
Appendices to Journals	5,372	12 1			Ticket-printer ..	1,311	1 7		
Bellamy's	32	8 0			Time-table	1,751	13 6		
Bills	1,420	14 9			Registrar-General ..	691	19 3	245	8 2
<i>Hansard</i>	6,234	18 8	134	10 4	Rural Intermediate Credit	710	0 10	7	8 0
Library	449	3 0	26	11 6	Board				
Journal	452	11 0			Samoan Affairs	43	17 6	372	8 11
Order Paper	429	6 0			Scientific and Industrial	1,665	15 1	340	14 10
Statutes	3,090	15 5			Research				
Immigration	34	19 9	62	15 5	Stamp Duties	990	6 11	566	2 11
Industries and Commerce	272	10 7	133	18 11	State Advances	753	12 9	896	8 8
Internal Affairs—					State Coal—				
Head Office	4,615	8 10	1,214	14 10	Head Office	23	19 2	4	14 6
Ministers' Offices ..	577	14 7	743	2 6	Christchurch	20	13 7	12	19 7
Justice	1,052	14 4	2,654	12 11	Greymouth	53	6 2	87	10 2
<i>Kahiti</i>	1,871	8 4			Wanganui	21	8 0	6	6 2
Labour	2,241	12 7	586	9 6	Wellington	30	0 0	27	7 6
Lands and Deeds	897	2 7	583	7 4	State Fire Insurance ..	1,149	14 1	705	7 5
Land and Income Tax ..	1,938	18 11	544	15 7	State Forest Service ..	1,595	0 1	1,052	2 11
Lands and Survey	6,284	3 1	3,770	12 0	Stores Control Board ..	307	11 0	45	18 0
Law Drafting	353	14 0	11	13 10	Surveyors Board of New	19	7 6	0	6 8
Legislative Council—					Zealand				
Head Office	88	19 11	50	11 1	Tourist	1,185	5 3	361	5 5
Journals	160	0 0			Treasury—				
Order Paper	89	8 6			Head Office	3,450	18 1	387	18 8
Bills	271	4 6			Debentures	438	5 0		
Maori Ethnological Re-	401	15 0			Valuation	638	14 1	673	14 5
search Board									
Marine	1,746	15 1	390	4 1	Totals	179,851	17 8	45,762	3 10

SUMMARY.

1928—April	12,573	10 2	1,823	11 8	1928—November ..	16,953	3 5	4,133	7 9
May	14,047	6 6	4,121	10 4	December	17,720	16 1	4,322	10 5
June	11,851	6 3	4,089	16 9	1929—January	9,401	8 4	2,807	10 8
July	14,796	10 4	3,933	12 1	February	13,241	12 5	4,298	19 9
August	21,228	2 3	6,038	19 2	March	20,871	9 9	3,952	5 7
September	12,619	4 5	3,162	2 8					
October	14,547	7 9	3,077	17 0	Totals	179,851	17 8	45,762	3 10

RETURN OF ADHESIVE AND IMPRESSED STAMPS PRINTED FROM 1ST APRIL, 1928, TO 31ST MARCH, 1929.

Description.	Sheets.	Stamps.	Value.	
			£	s. d.
Postage	809,471	178,054,721	1,106,407	0 0
Postal notes	365,200	3,652,000	24,960	3 4
Post-cards	153,000	2,448,000	4,928	9 6
Letter-cards	230,620	2,768,243	11,499	6 5
Duty	6,492	764,850	1,672,131	0 0
Newspaper-wrappers	60,000	480,000	1,196	3 0
Railways	19,000	2,280,000	65,000	0 0
Embossed envelopes	21,935	21,912	48	12 4
Impressed		5,037,051	48,942	3 2
Totals	1,665,718	195,506,777	2,935,112	17 9

POST OFFICE INVESTMENT CERTIFICATES PRINTED: Sheets, 645; Certificates, 5,160; Value, £51,070.

Approximate Cost of Paper.—Preparation, not given; printing (450 copies), £6.

By Authority: W. A. G. SKINNER, Government Printer, Wellington.—1929.

Price 3d.]