## 1937. NEW ZEALAND.

# PRINTING AND STATIONERY DEPARTMENT

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31st MARCH, 1937.

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

Printing and Stationery Department, Wellington, 30th August, 1937.

Sir,

I have the honour to submit the annual report upon the working of this Department for the year ended 31st March, 1937.

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 343, and the amount received from subscribers and sales £1,773.

Hansard.—The number printed of each issue for session 1936 was 7,400, the number of subscribers 310, and the amount received from subscribers and sales £208.

Stamp-printing.—Stamps to the value of £3,532,542, and postal notes to the value of £38,358, were printed.

Stereo-plates.—The number of stereo-plates cast during the year was 46,315, of which 5,746 were nickel-plated, the weight being 26,192 lb.

Rubber Stamps.—The number of rubber stamps made was 9,734.

Railway Tickets.—6,194,907 railway tickets were printed, the largest number (816,485) being printed in March.

Work of the Year.—The Department has worked at high pressure during the year and all branches have been fully employed, the turnover showing an increase of approximately £36,900 over that of the previous year. The establishment of new Departments and services naturally created emergency activities, resulting in a large increase in the demands made for work of an urgent nature.

The Photo-litho and Process Engraving Branch dealt with 37 maps of survey districts; 6 city, borough, and county maps; and 420 miscellaneous maps, plans, posters, cheque forms, and diagrams. Two thousand three hundred and forty-nine half-tone, line, and three-colour blocks were made, in addition to 132 bromide prints, 25 lantern-slides, and 252 negatives.

The Stationery Office dealt with 16,706 requisitions for stationery and publications, the total sales amounting to £51,127. These requisitions comprised 160,486 items, and, in addition to parcels, 2,961 cases of stationery were despatched. Cash orders numbered 10,149. In addition, 599 typewriters of the value of £9,968 were issued.

Paper.—During the year there has been an exceptional demand on paper stocks, necessitating heavy purchases and the provision of additional storage space. Prices of paper are advancing as a result of a shortage of raw materials. The issues for the year amounted to £45,066, comprising 110,642 packages of paper and boards and 4,936,000 envelopes.

Machinery.—New machinery installed during the year included four machines in the Letterpress Branch, six machines in the Bookbinding Branch, and three machines in the Photo-litho and Process-engraving Branch. In addition, thirty steel frames were installed in the Composing Branch to replace old wooden equipment.

Finance.—The year's working has resulted in a profit of £9,453 0s. 4d., after allowing for interest on capital and depreciation.

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.,

E. V. PAUL,

The Hon, the Minister in Charge.

Acting Government Printer.

#### RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1937.

2

	R	eceipts.			£	s.	d.				Payments.		£		d.
Sundry debtors					230,706	3	5	Salaries					72,167	15	8
Publications					3,620	2	9	Wages					42,117	5	9
Sales			£	s. d.				Allowance	es to office	rs perfor	ming highe	r duties	206		
Stationery			1.1	0 - 6				Overtime					3,407	14	0
Second-hand typewi	riters .		40	0 - 0				Purchases	3						
Stores		•	0	3 0				Paper,	stationery	, &c.			75,246	12	1
Waste products			29 1	8 8				Stores,	&c.				7,510	5	6
· Machinery			78 1	5 5				Freight, c	artage, in	surance,	&с.		11,621	7	$^2$
.,					150	7	7	Machinery	y (new, ar	d repairs	to)		8,405	14	9
Refunds								Type met	al				321	-0	5
Salaries and wages		. 1	34 1	6 3				Type and	printing	material			24	9	3
Exchange			$^{2}$	1 4				Monotype					343	2	4
Freight			2	1 - 2				Fuel, gas,	power, li	ght, and	water		2,141	4	6
Postages		•	32	9 1				Medical se	ervices	• • •			20	12	4
Stationery		-	0	2 3				Office equ	upment, 8	ve.			126	18	11
J					171	10	1	Postages a	and telegi	ams			1,105	-0	$^2$
								Telephone	e services				118	14	10
								Window-c	eleaning, 1	ubbish-re	moval, &c		72	10	6
								Proportio	n of rent,	&c., High	Commissio	ner's Office	316	-0	0
								Wages(	Cleaners, v	vatchmen	, &c.		1,512	- 6	11
								Proportio	n of cost	of messen	gers' unifo	rms	5	- 0	0
							i	Audit fee			·		100	- 0	0
								Repairs to	o premise	3			440	16	5
								Maintena					4	4	$^{2}$
							l	Contingen	icies				23	18	1
							i	Grant to	cover tra	velling-ex	penses to	Australia	150	0	0
												(equivalent			
								to leave						11	0
							ŀ	Refunds t	o Departi	nents for	publication	ıs, &c., sold	3,181	3	9
											nent Accor		A 00=	5	11
					£234,648	3	$\frac{1}{10}$						£234,648	3	10
														<del></del> _	

### Trading Account for the Year ended 31st March, 1937.

Dr. Paper and materials— Stock at beginning	g s. d. 26,487 8 10 53,051 16 11	£	s.	d.	Cr. Sales— Manufacturing Less work in March, 1936			£ 184,885 15,143		6	£	s.	d.
Less stock on hand, 31st March.	79,539  5  9	٧			1		•	169,742					
	36,892 3 6	42,647	2	3	Add work in March, 1937		31st	13,547					
Stationery— Stock at beginning	8,127 15 1	,	_		11, 2001		• •	183,289		1			
Add purchases	32,468 5 4				Stationery Publications			41,205 $9,922$	5 4	0 4			
T	40,596 0 5				Typewriters	• •	• •	9,968	6		344 90*	-	۵
Less stock on hand, 31st March, 1937	9,290 0 10	97. 905	10	-	Discounts received			4 +		- P- UNIA	$244,385 \\ 259$	$\frac{7}{13}$	$\frac{2}{8}$
	12,093 4 10 3,199 5 8	31,305	19	1									
*	$15,292 \ 10 \ 6$												
Less stock on hand, 31st March, 1937	12,433 1 11	2,859	Q	7									
Typewriters— Stock at beginning	10,369 5 10	2,000	J	•									
Less stock on hand, 31st March,	10,523 13 5												
1937		8,986	7	6									
Wages (establishment)	77,201   19   2  23,339   6   3  7,819   11   4												
	10,116 16 0												
Power	621 16 7												
Fuel	300 4 0												
Balance transferred to Profit and I	loss Account	$120,464 \\ 38,381$		$\frac{4}{7}$									
		£244,645	0	10							£244,645	0	10

#### Profit and Loss Account for the Year ended 31st March, 1937. £ s. d. 6,054 17 8 850 0 2 1,004 10 Cr.Dr. Balance transferred from Trading Account Storing and handling stationery, &c., for Office salaries other Repairs and alterations to buildings and plant 903 17 1,004 13 10 2,509 16 3Postages and telegrams Government Departments $1,162 \quad 0 \\ 302 \quad 10$ Commission on sales of publications Freight and cartage (outward) 222Rent receivable Insurance Exchange 1 1 51 Discounts allowed Telephones (rental) Medical services Lighting, &c. (proportion) Proportion of rent, &c., High Commissioner's Office **54** 316 Office expenses Sundry trade expenses . . . . 365 19 100 $1,558\ 15$ . . 9,916 2 10 Interest on capital ... 1,011 15 10 5,683 0 1 5,683 Furniture, fittings, and office 9 equipment 208 Type and type metal Accessories 435 5 3 7,399 14 89 Rent of storage space 102Loss on machinery, &c. Travelling-expenses to Australia $\stackrel{\circ}{0}$ 150 $60 \ 11$ Grants to widows of deceased officers 9,453 Balance carried down ... £40,749 13 2 £40,749 13 $9,\tilde{4}53$ Balance brought down BALANCE-SHEET AS AT 31ST MARCH, 1937. Assets. Liabilities. £ s. 6 Capital Account— Public Works Fund . . 54,359 $\theta$ Land 0 38.027 120,697 14 8 Buildings £ Consolidated Fund ... Plant and machinery— 233,321 0 8 $\begin{array}{c} 1,026 & 10 \\ 11,300 & 13 \end{array}$ Composing plant 9 Creditors-Machine-composing plant Addressograph plant . . ,836 15 Departmental Sundry ... $\frac{8}{1}$ 162 3,704 12 17,566 5,541 7 1,789 11Printing plant Binding plant 9,503 11 Wages accrued $\begin{array}{c} 4\\2\\0\\7\\4 \end{array}$ 164 16 Litho plant 2,233 16 8 7 3 Bad Debts Reserve ... Writing-off Suspense Account ٠. 1,605 10 Photo plant . . Stereotype plant 352 1 . . . **.** Treasury Adjustment Account Balance, Profit and Loss Account 1,494 14 1,078 Q Engine-room plant Miscellaneous plant 636 13 9,4530 6,644 51.758 2 2 Furniture, fittings, and office equip-648 10 Type and type metal Accessories— 11,638 11 . . Composing Branch ... Machine-composing Branch 2.625 10 185 8 33 12 Addressograph Branch Printing Branch Binding Branch Lithe Branch Photo Branch $\begin{array}{c} \mathbf{4} \\ \mathbf{7} \\ \mathbf{1} \end{array}$ 390 86 Sterectype Branch 9 $\begin{array}{c} 3 \\ 7 \\ 7 \end{array}$ Engine-room Paper Store . . 47 3,532 - 211 IO Payments in advance . . Debtors— Departmental 13,709 4,379 17 Sundry 18,08913.547 Work in progress Stock— On hand 49,267 17 10 . . In transit 10,489 16 394 17 10 On consignment $\begin{array}{cccc} 60,152 & 12 & 2 \\ 248 & 7 & 2 \end{array}$ Stock Suspense Account Assets to be written off . . 103 13 10

O. A. Ohlsson, Acting Accountant.

£252,116 11 10

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, £11,638 11s. 7d." is not supported by stock-sheets.—J. H. FOWLER, Controller and Auditor-General.

£252,116 11 10

Return of Value of Printing and Stationery issued to Departments for the Year ended 31st March, 1937.

Office or Department.	Value of Printing.	Value of Stationery.	Office or Department.	Value of Printing.	Value of Stationery.
Agriculture—	£ s. d.	£ s. d.		£ s. d.	£ s. d
Head Office	2,310 12 2	1,497 1 3	Mental Hospitals		896 10 1
Journal	1,194 6 1		Mines	00 = 0 0	239 3
Audit	191 12 9	411 19 11	Museum, Dominion	341 0 6	34 16
Bankruptey Census and Statistics	31 12 3	64 6 2	National Broadcasting	981 10 1	703 10 9
Cook Islands—	4,203 0 5	302 14 10	Service		
TI 1 O.C.	40 1 2	15 15 0	National Provident Fund	283 6 7	$133\ 19^{-7}$
Niue Islands	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	15 15 0	Native	,	1,206 5 6
Rarotonga	68 2 4	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Naval Defence		618 10 3
Crown Law	69 18 4	131 19 5	New Zealand Meat Pro-	15 0 1	6 1 (
Customs	1,067 16 4	909 17 10	ducers' Board New Zealand Reparation	N// F ==	
Defence	1,157 5 1	$924 \ 3 \ 4$	Estates Estates	36 7 7	47 8 8
Dominion Laboratory	74 13 5	76 8 8	Dadame	718 18 8	44 (* 17
Dominion Observatory	35 14 2	21 - 3 - 10	Pensions	$2,048 \ 16 \ 5$	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
Education—			Police	$\begin{bmatrix} 2,889 & 7 & 6 \end{bmatrix}$	842 12 $2$ $2,193 14 $ $4$
Head Office	$[4,753 \ 2 \ 8]$	2,017 - 0 - 7	Post and Telegraph—	2,000 1 0	£,195 14 (
Examination Branch	601 3 9	5 8 6	Head Office	26,973 14 1	(54 7 )
School Journal	2,942 17 7		Stores Division	19,116 11 11	1,910 10 1
Teachers Superannua-	62 2 6	1 - 5 - 3	Primary Products Market-	604 1 9	515 5 10
tion Fund			ing	, ,,,	010 0 10
Electoral	105 16 1	3 - 0 - 5	Prime Minister	385 19 11	177 3 (
External Affairs	204 - 5 - 6	$77 \ 2 \ 2$	Prisons	123 4 6	428 18
riendly Societies	68 10 2	• •	Public Service Commis-	181 3 0	124 15
łazetle	4,606 19 8	* *	sioners	- 1	
feological Survey	2 4 4	$27 \cdot 10 = 9$	Public Service Superan-	107 9 2	39 1 11
overnment Actuary	20 3 9		nuation		
overnment House	. 163 1 1	28 2 3	Public Trust	3,195 13 6	1,271 - 7 = 5
overnment Life Insurance lealth	1,581 8 4	446   5   5	Public Works		9,240 1 5
lealth louse of Representatives—	$1,944\ 17\ 2$	974 4 8	Railways—	1	
TT 1 0 000	454 30 5	440 40	Head Office	2,184 18 5	-104 + 0 - 4
Appendices to Journals	474 19 7	$412 \ 18 \ 5$	Accountant	0 5 3	I 8 2
Bellamy's	$\begin{bmatrix} 3,245 & 13 & 10 \\ 34 & 0 & 11 \end{bmatrix}$	• •	Day Ticket	882 10 1	
Bills	1,175 14 11	• •	District Traffic Manager	$2,866 \ 12 \ 8$	
Hansard	7,264 12 7	2 18 5	Publicity	773 15 0	5 - 10 - 6
Journals	928 14 3		Refreshment Branch	148 2 6	$3 - 2 \cdot 10$
Library	461 5 1	36 13 8	Road Motor Services	183 17 0	13 8 6
Order Papers	486 19 5		Stores—Woburn		$1,522 \ 14 \ 8$
Statutes	176 4 5	• •	Ticket Printer	998 3 8	
lousing Construction	$\frac{110}{230}  \frac{1}{13}  \frac{1}{10}$	199 18 9	Registrar-General Rural Intermediate Credit	887 15 7	$202 \ 15 \ 6$
dustries and Commerce,		1,055 19 3	Board	59 15 6	
Tourist, and Publicity	1,001 11 10	1,000 10 0	Clarent A CC	104 10 0	404 30 B
iternal Affairs—			Scientific and Industrial	$\begin{bmatrix} 184 & 18 & 6 \\ 4,570 & 17 & 5 \end{bmatrix}$	424 18 5
Head Office	1,508 18 7	912 15 9	Research	4,570 17 5	$686 \ 3 \ 9$
Ministers' Offices	766 14 6	553 0 5	CU TS 12	1,106 6 6	994 & T
astice		$2,206 \ 5 \ 0$	Stamp Duties		$\begin{array}{cccccccccccccccccccccccccccccccccccc$
abour—		, i	State Coal—	x,000 10 8 2	-, one 18 D
Head Office	2,739  2  10	$1,221 \ 15 \ 11$	Christehurch	56 1 0	12 0 8
Employment Division	2,851 13 11	2,185 17 1	Greymouth	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	71 18 10
and and Deeds	701 18 5	377 18 9	Wellington	54 8 1	26 2 11
and and Income Tax		1,221  1  3	State Fire Insurance	$1,282 \ 16 \ 0$	$\frac{20}{478}$ $\frac{2}{7}$ $\frac{11}{2}$
ands and Survey		$3,692 \ 11 \ 4 \parallel$	State Forest Service	302 4 1	507 19 8
w Drafting	7 11 5	24 15 7	Survey Board of New	5 12 1	
egislative Council—			Zealand		
Head Office	93 8 4	41 9 10	Transport	683 1 8	541 16 5
Bills	172 5 10		Treasury	2,859 18 7	413 3 0
Journals	60 9 0	[	Valuation	563 19 7	464 17 8
Order Papers	59 15 7				
eri Purposes Control Fund	$[5 \ 3 \ 0]$		Totals	168,867   18   5   51	1,867 9 2
	1 100 10 10		+		
rme	1,163 10 10	279 0 7 1		ļ	
9.0 A	10 000	SUMM			
	$\frac{10,920}{10,920}$	956 14 5	1936—December	$12,675 \ 16 \ 1 + 4$	1,373 3 9
		3,958 10 5	1937—January		2,813 1 11
		3,162 17 4	February		,118 5 11
		1,763 4 9	March		3,352 8 6
		1,292 0 1	No.		
		1,405 13 8	Totals]	168,867   18   5   51	.867 9 2
		1,459 19 5			
November	$15,624 \ 16 \ 6 \ 4$	1,211 9 0    ·			

RETURN OF ADHESIVE STAMPS, POSTAL NOTES, ETC., PRINTED FROM 1ST APRIL, 1936, TO 31ST MARCH, 1937.

		Descrip	tion.			Sheets,	Stamps.	Value.			
Postage						36,417	4 967 690	£ s. d			
Postal notes			٠.			423,100	4,367,620	104,651 15			
ost-cards			• •	• •		. ,	4,231,000	38,358 7			
	• •	• •			• • •	132,800	2,124,800	4,426 17			
etter-cards						160,000	1,920,000	7.945 8			
uty						7,512	1,175,939	1.654.507 0			
mployment						54,760	13,049,560	1.773.383 0			
ewspaper w	rappers					22,750	182,000	454 3			
Imbossed en	velopes	• •				503,975	503,550	2.837 1 10			
	Totals					1,341,314	27,554,469	3,586,563 12			

 $Approximate\ Cost\ of\ Paper. {\bf --Preparation},\ {\rm not\ given}\ ;\ \ {\rm printing}\ (456\ {\rm copies}),\ \pounds 6.$