

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,

Acting Government Printer.

The Hon. the Minister in Charge.

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

		<i>Receipts.</i>				<i>Payments.</i>			
		£	s. d.			£	s. 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.			Allowances to officers performing higher duties ..	..	206	9 5		
Stationery	1 10 6			Overtime	..	3,407	14 0		
Second-hand typewriters ..	40 0 0			Purchases—					
Stores	0 3 0			Paper, stationery, &c. ..	..	75,246	12 1		
Waste products	29 18 8			Stores, &c. ..	..	7,510	5 6		
Machinery	78 15 5	150	7 7	Freight, cartage, insurance, &c. ..	..	11,621	7 2		
Refunds—				Machinery (new, and repairs to) ..	..	8,405	14 9		
Salaries and wages ..	134 16 3			Type metal	..	321	0 5		
Exchange	2 1 4			Type and printing material ..	..	24	9 3		
Freight	2 1 2			Monotype extras	..	343	2 4		
Postages	32 9 1			Fuel, gas, power, light, and water ..	..	2,141	4 6		
Stationery	0 2 3	171	10 1	Medical services	..	20	12 4		
				Office equipment, &c. ..	..	126	18 11		
				Postages and telegrams	..	1,105	0 2		
				Telephone services	..	118	14 10		
				Window-cleaning, rubbish-removal, &c. ..	..	72	10 6		
				Proportion of rent, &c., High Commissioner's Office ..	..	316	0 0		
				Wages—Cleaners, watchmen, &c. ..	..	1,512	6 11		
				Proportion of cost of messengers' uniforms ..	..	5	0 0		
				Audit fee	..	100	0 0		
				Repairs to premises	..	440	16 5		
				Maintenance of fire-alarms	..	4	4 2		
				Contingencies	..	23	18 1		
				Grant to cover travelling-expenses to Australia ..	..	150	0 0		
				Grants to widows of deceased officers (equivalent to leave due)	..	60	11 0		
				Refunds to Departments for publications, &c., sold ..	..	3,181	3 9		
				Balance to Treasury Adjustment Account ..	..	3,897	5 11		
		£234,648	3 10			£234,648	3 10		

TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 1937.

<i>Dr.</i>				<i>Cr.</i>			
	£	s.	d.		£	s.	d.
Paper and materials—				Sales—			
Stock at beginning	26,487	8	10	Manufacturing	184,885	4	6
Add purchases	53,051	16	11	Less work in progress, 31st			
	79,539	5	9	March, 1936	15,143	0	9
Less stock on hand, 31st March,					169,742	3	9
1937	36,892	3	6	Add work in progress, 31st			
				March, 1937	13,547	7	4
					183,289	11	1
Stationery—				Stationery	41,205	5	0
Stock at beginning	8,127	15	1	Publications	9,922	4	4
Add purchases	32,468	5	4	Typewriters	9,968	6	9
	40,596	0	5				
Less stock on hand, 31st March,							
1937	9,290	0	10	Discounts received			
Publications—							
Stock at beginning	12,093	4	10				
Add purchases	3,199	5	8				
	15,292	10	6				
Less stock on hand, 31st March,							
1937	12,433	1	11				
Typewriters—							
Stock at beginning	154	7	7				
Add purchases	10,369	5	10				
	10,523	13	5				
Less stock on hand, 31st March,							
1937	1,537	5	11				
Wages (productive)	77,201	19	2				
Wages (establishment)	23,339	6	3				
Wages (Stationery Office) ..	7,819	11	4				
Freight (inward)	10,116	16	0				
Lighting (proportion)	492	7	6				
Power	621	16	7				
Fuel	686	17	6				
Water	186	4	0				

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.		
	£	s.	d.	£	s.	d.		£	s.	d.	£	s.	d.
Agriculture—							Mental Hospitals ..	413	17	7	896	10	11
Head Office ..	2,310	12	2	1,497	1	3	Mines ..	335	9	2	239	3	0
<i>Journal</i> ..	1,194	6	1	..	..	..	Museum, Dominion ..	341	0	6	34	16	9
Audit ..	191	12	9	411	19	11	National Broadcasting	981	10	1	703	10	9
Bankruptcy ..	31	12	3	64	6	2	Service ..	283	6	7	133	19	7
Census and Statistics ..	4,203	0	5	302	14	10	National Provident Fund	1,396	17	10	1,206	5	6
Cook Islands—							Native ..	430	4	1	618	10	3
Head Office ..	49	1	3	15	15	0	Naval Defence..	15	0	1	6	1	0
Niue Islands ..	16	19	3	143	18	1	New Zealand Meat Pro-						
Rarotonga ..	68	2	4	329	16	5	ducers' Board ..	36	7	7	47	8	8
Crown Law ..	69	18	4	131	19	5	New Zealand Reparation						
Customs ..	1,067	16	4	909	17	10	Estates ..	718	18	8	44	6	10
Defence ..	1,157	5	1	924	3	4	Patents ..	2,048	16	5	842	12	5
Dominion Laboratory ..	74	13	5	76	8	8	Pensions ..	2,889	7	6	2,193	14	5
Dominion Observatory ..	35	14	2	21	3	10	Police ..						
Education—							Post and Telegraph—						
Head Office ..	4,753	2	8	2,017	0	7	Head Office ..	26,973	14	1	154	7	5
Examination Branch ..	601	3	9	5	8	6	Stores Division ..	19,116	11	11	1,910	10	1
<i>School Journal</i> ..	2,942	17	7	..	..	..	Primary Products Market-	604	1	9	515	5	10
Teachers' Superannua-	62	2	6	1	5	3	ing ..						
tion Fund ..							Prime Minister ..	385	19	11	177	3	5
Electoral ..	105	16	1	3	0	5	Prisons ..	123	4	6	428	18	1
External Affairs ..	204	5	6	77	2	2	Public Service Commis-	181	3	0	124	15	3
Friendly Societies ..	68	10	2	..	..	..	sioners ..						
<i>Gazette</i> ..	4,606	19	8	..	..	..	Public Service Superan-	107	9	2	39	1	11
Geological Survey ..	2	4	4	27	10	9	uation ..						
Government Actuary ..	20	3	9	..	..	..	Public Trust ..	3,195	13	6	1,271	7	5
Government House ..	163	1	1	28	2	3	Public Works ..	5,761	10	4	9,240	1	5
Government Life Insurance	1,581	8	4	446	5	5	Railways—						
Health ..	1,944	17	2	974	4	8	Head Office ..	2,184	18	5	104	0	4
House of Representatives—							Accountant ..	0	5	3	1	8	2
Head Office ..	474	19	7	412	18	5	Day Ticket ..	882	10	1	..	..	..
Appendices to Journals	3,245	13	10	..	..	..	District Traffic Manager	2,866	12	8	..	..	..
Bellamy's ..	34	0	11	..	..	..	Publicity ..	773	15	0	5	10	6
Bills ..	1,175	14	11	..	..	..	Refreshment Branch ..	148	2	6	3	2	10
<i>Hansard</i> ..	7,264	12	7	2	18	5	Road Motor Services ..	183	17	0	13	8	6
Journals ..	928	14	3	..	..	..	Stores—Woburn ..	10,867	15	11	1,522	14	8
Library ..	461	5	1	36	13	8	Ticket Printer ..	998	3	8	..	..	..
Order Papers ..	486	19	5	..	..	..	Registrar-General ..	887	15	7	202	15	6
Statutes ..	176	4	5	..	..	..	Rural Intermediate Credit	59	15	6	..	..	..
Housing Construction ..	230	13	10	199	18	9	Board ..						
Industries and Commerce,	7,557	14	10	1,055	19	3	Samoan Affairs ..	184	18	6	424	18	5
Tourist, and Publicity							Scientific and Industrial	4,570	17	5	686	3	9
Internal Affairs—							Research ..						
Head Office ..	1,508	18	7	912	15	9	Stamp Duties ..	1,106	6	6	324	6	1
Ministers' Offices ..	766	14	6	553	0	5	State Advances ..	4,063	16	9	2,399	18	5
Justice ..	2,040	0	4	2,206	5	0	State Coal—						
Labour—							Christchurch ..	56	1	0	12	0	8
Head Office ..	2,739	2	10	1,221	15	11	Greymouth ..	37	5	8	71	18	10
Employment Division ..	2,851	13	11	2,185	17	1	Wellington ..	54	8	1	26	2	11
Land and Deeds ..	701	18	5	377	18	9	State Fire Insurance ..	1,282	16	0	478	7	2
Land and Income Tax ..	1,792	18	4	1,221	1	3	State Forest Service ..	302	4	1	507	19	8
Lands and Survey ..	3,375	5	8	3,692	11	4	Survey Board of New	5	12	1	..	..	..
Law Drafting ..	7	11	5	24	15	7	Zealand ..						
Legislative Council—							Transport ..	683	1	8	541	16	5
Head Office ..	93	8	4	41	9	10	Treasury ..	2,859	18	7	413	3	0
Bills ..	172	5	10	..	..	..	Valuation ..	563	19	7	464	17	8
Journals ..	60	9	0	..	..	..							
Order Papers ..	59	15	7	..	..	..	Totals ..	168,867	18	5	51,867	9	2
Macri Purposes Control	5	3	0	..	..	..							
Fund ..													
Marine ..	1,163	10	10	279	0	7							
SUMMARY.													
1936—April ..	10,920	4	10	956	14	5	1936—December ..	12,675	16	1	4,373	3	9
May ..	12,304	3	9	3,958	10	5	1937—January ..	8,214	2	5	2,813	1	11
June ..	14,153	3	4	3,162	17	4	February ..	19,030	3	11	6,118	5	11
July ..	13,149	5	4	4,763	4	9	March ..	25,160	14	8	8,352	8	6
August ..	13,942	13	5	4,292	0	1							
September ..	12,297	18	2	4,405	13	8	Totals ..	168,867	18	5	51,867	9	2
October ..	11,394	16	0	4,459	19	5							
November ..	15,624	16	6	4,211	9	0							

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

Description.	Sheets.		Stamps.		Value.	
					£	s. d.
Postage ..	36,417		4,367,620		104,651	15 0
Postal notes ..	423,100		4,231,000		38,358	7 6
Post-cards ..	132,800		2,124,800		4,426	17 1
Letter-cards ..	160,000		1,920,000		7,945	8 3
Duty ..	7,512		1,175,939		1,654,507	0 0
Employment ..	54,760		13,049,560		1,773,383	0 0
Newspaper wrappers ..	22,750		182,000		454	3 0
Embossed envelopes ..	503,975		503,550		2,837	1 10
Totals ..	1,341,314		27,554,469		3,586,563	12 8

Approximate Cost of Paper.—Preparation, not given; printing (456 copies), £6.

By Authority: E. V. PAUL, Government Printer, Wellington.—1937.