

Colonial Secretary's Office, 2nd June, 1893.

THE GOVERNOR directs the publication, for general information, of the following Report on the Government Printing Office, for the year ended the 31st March last.

By Command,

NEALE PORTER, Colonial Secretary.

*Annual Report of the Superintendent of the Government Printing Office.*

TO THE HON. COLONIAL SECRETARY.

SIR,—I have the honour to submit, for the information of His Excellency the Governor, the following Report on the Government Printing Office for the twelve months ended 31st March, 1893:—

2. The Staff was thus composed on 31st March last:—

GENERAL.		PRESS ROOM.	
1 Superintendent		1 Machine Deputy	
1 Clerk		4 Machine Minders.	
1 General Foreman			
1 Watchman		5	
1 Office Cleaner			
1 Yard Cleaner.			
6			
COMPOSING ROOM.		BINDERY.	
1 Asst. Foreman		1 Foreman	
6 1st Class Compositors		1 1st Class Binder	
6 2nd Class Compositors		2 2nd Class do.	
4 3rd Class do.		2 3rd do. do.	
4 Asst. do.		3 Asst. Binders	
2 Labourers.		1 Boy.	
		10	
23			
STEREO-FOUNDRY.		WAREHOUSE.	
1 Fitter and Stereotyper.		1 Storekeeper	
		1 Asst. do.	
		1 Labourer.	
		3	
1			

In addition to this there were 14 Apprentices distributed as found expedient in the several Departments. The numbers therefore, employed were 48 adults and 14 Apprentices, making a total of 62.

3. The total number employed on the last day of the previous year was 55. The increase is due to the taking on of Apprentices as suggested by the Commission of Enquiry and approved by His Excellency the Governor.

4. After twelve months' trial of the Apprenticeship System it has been found satisfactory. The boys are between the ages of 14 and 18 years. They have, as a rule, shown commendable industry and intelligence in learning the handicrafts in which they are employed and with one or two exceptions, bid fair to become good workmen and useful citizens. No premium is exacted but, on the contrary, a small weekly wage is paid, beginning at 5s. and progressing by yearly increments to 12s. per week, with a view to encourage the boys to persevere. At first, of course, an Apprentice does not give in labour value, much return for this outlay, but this is made up as he becomes proficient and in his last years of service he becomes useful and valuable to the Department. In return for this the boy is taught a trade or trades, is kept under surveillance and discipline and thus forms good habits and acquires a capacity for earning his living when the term of his indenture expires.

5. The work done by the Department for the Legislative Council was rather less than in the previous year, the business having been lighter, but this year the cost of printing Voters Lists and other General Election papers was debited to the Legislative Council in the accounts. The sum at the debit of this account is therefore larger by this amount.

6. The special work done beyond the routine work of the Office included the following:—

Index to Jamaica Laws

The Report upon the Census

The Railway Commission, Evidence and Report

The Jamaica Handbook also underwent considerable revision by the Editors.



7. The system of charging Departments, etc., with the value of the Stationery used by and the Printing and Book-binding done for them, has been in operation for the first time, during the whole of the period under review.

8. The figures in the following Table (A.) show a very large reduction in the amount of Printing and Bookbinding done, as compared with the previous twelve months, the reduction amounting to nearly 30 per cent. on the previous year's Return:—

Table A.—Quantity and Value of Printing and Bookbinding done for the Departments, etc., from 1st April, 1892, to 31st March, 1893.

DEPARTMENTS.	Number of Printed Forms.	Quantity of Printed Forms.	Number of Printed and Plain Books.	Number of Pamphlet, &c., including Gazettes and Supplements.	Number of Printed and Plain Account Books.	Number of Circulars.	Quantity of Circulars.	Value.
								£ s. d.
*Colonial Secretariat	33	7,805	1,427	370	8	101	4,274	2,103 16 5
Registration	33	33,762	830	370	3	10	2,000	163 11 1
Registration of Titles	10	2,460	1	.	.	.	.	2 13 11
King's House	1	500	.	.	.	1	200	0 10 6
Legislative Council	.	.	.	.	.	.	.	...
Board of Supervision	4	175	1	40	.	2	90	2 16 7
Medical	63	53,850	194	130	16	2	160	83 8 6
Botanical	29	50,920	32	.	3	1	250	79 3 4
Island Record Office	12	1,060	15	.	2	.	.	10 13 7
Internal Revenue and Customs	131	328,754	17,628	.	116	.	.	733 6 1
Prisons and Reformatories	18	6,999	179	.	28	.	.	40 14 2
Lunatic Asylum	8	654	74	25	4	.	.	10 10 10
Supreme Courts, &c.	10	2,182	1	3	1	.	.	6 19 6
Stamp Office	30	93,093	15	.	7	.	.	60 4 3
Treasury	36	28,830	628	100	37	1	150	120 6 5
Savings Bank	15	94,700	6,282	50	.	.	.	100 3 11
Public Works	49	97,208	2,582	6	85	1	500	205 13 7
Surveyor General	4	2,920	500	.	2	.	.	9 9 0
Public Works Stores	3	450	48	.	2	.	.	9 19 5
Constabulary	107	70,430	668	.	24	.	.	132 12 2
Institute of Jamaica	12	3,020	6	1,051	2	11	5,350	25 7 9
Audit Office	16	4,834	5	.	35	.	.	22 1 7
Post Office	240	723,631	1,667	30	346	17	6,250	617 5 10
Schools	42	40,659	5	1,400	.	.	.	96 1 5
Railway	5	13,500	.	.	.	.	.	8 0 0
Immigration	15	3,472	.	150	.	.	.	8 8 9
Resident Magistrates' Courts	586	236,666	448	.	70	.	.	382 2 7
Printing	11	13,337	6	.	7	1	50	14 3 2
Parochial Boards	397	55,358	355	.	24	.	.	186 11 9
Observatory	17	6,100	9	.	.	.	.	29 11 7
Public Hospital	21	12,126	54	25	4	1	100	34 12 4
Harbour Master	4	675	1	.	.	.	.	11 3 3
Volunteer Militia	2	500	.	.	.	.	.	0 15 3
Victoria Jubilee Hospital	18	1,575	9	.	.	.	.	5 0 10
Island Chemist	.	.	.	.	.	.	.	...
Crown Solicitor	.	.	1	.	.	.	.	0 4 6
Jamaica Schools Commission	1	100	.	100	.	.	.	2 3 0
Board of Education	1	1,440	.	.	.	.	.	2 8 0
Hope Industrial School	.	.	.	200	.	.	.	0 16 0
Shortwood Industrial School	4	550	2	.	1	.	.	1 18 4
Female Training College	.	.	12	500	.	.	.	4 8 0
Jamaica High School	21	1,396	.	.	.	.	.	3 12 8
Miscellaneous	13	2,072	432	.	.	.	.	82 13 5½
	2,022	1,997,763	34,017	4,180	827	149	17,374	5,415 16 7½
Legislative Council as below	...	...	...	...	...	...	...	608 12 11
Total value of Printing done in the Establishment, 1892-93	...	...	...	...	...	...	£	6,024 9 6½

\* The sum at debit of the Colonial Secretariat includes the cost of all general Governmental work such as Departmental Reports, the Blue Book, the Handbook, the Appropriation Accounts etc., and the Jamaica and Police Gazettes, which latter consisted of 1,880 pages with an issue of 1,400 copies weekly.



From 1st April, 1892, to 31st March, 1893.

DEPARTMENT.	Bills and Laws.	Messages.	Reports.	Orders of the Day.	Petitions and Miscellaneous.	Volumes of Laws.	Estimates.	Volumes of Minutes.	Pages of of Minutes.	Value.
Legislative Council ...	3,910	480	280	1,560	1,110	800	160	60	149	£ s. d. 608 12 11

9. I am unable to say whether this remarkable decrease is due entirely to economy. The Heads of Departments were authorised at the beginning of the year to obtain their printing from private local firms if this was found conducive to economy and I was at first of opinion that the reduction in my output was due to Heads of Departments availing themselves, to a considerable extent, of this permission.

10. I, however, requested the Hon. Colonial Secretary to make enquiries of the various Departments with a view to discover to what extent printing had been done for Departments by local private firms.

11. The results of these enquiries were kindly furnished to me by the Hon. Colonial Secretary and show that the value of printing done other than by this Office amounts only to £170 2s. 10d. This deducted from the difference between the value of printing done for the Departments in 1891-92 and in 1892-93, viz., £2,509 14s. 0d. shows a net reduction in value of the work done of £2,339 11s. 2d., which may fairly be ascribed to greater care and economy exercised by Departments.

12. The following Comparative List of the Departments in which the reduction is especially noticeable will be of interest :—

DEPARTMENTS.			Fiscal Year 1891-92.	Fiscal Year 1892-93.
			£ s. d.	£ s. d.
Internal Revenue and Customs	...	...	1,012 18 7	733 6 1
Public Works	...	...	417 8 2	205 13 7
Post Office	...	...	1,385 15 10	617 5 10
Medical	...	...	181 14 6	83 8 6
Resident Magistrates' Courts	...	...	429 16 8	382 2 7
Savings Bank	...	...	248 13 4	100 3 11
Schools	...	...	249 9 10	96 1 5
Board of Supervision	...	...	12 16 0	2 16 7
Prisons and Reformatories	...	...	99 2 1	40 14 2
Botanical Department	...	...	106 11 9	79 3 4

The total quantities and values of the work done during the two years are contrasted in the following Table :—

B.	1891-92.	1892-93.
Number of Printed Forms ...	2,336	2,022
Quantity of do. ...	4,203,081	1,997,763
Number of Printed and Plain Books	26,862	34,017
Number of Pamphlets	11,721	4,180
Number of Printed and Plain Account Books	1,004	827
Number of Circulars	151	149
Quantity of Circulars	33,035	17,374
Total Value	£8,534 2s. 6d.	£6,024 9s. 6½d.

13. *Stationery*.—The value of Stationery supplied in the previous year was £1,892 13s. 3d. The value supplied during the period under review was £2,144 19s. 6d. showing an apparent increase of £252 6s. 3d. The increase is but apparent however, as the difference very nearly represents the proportion of profit added to the price, to cover working expenses. The figure in the previous year represented the *actual landed cost* only, no profit being added. The value of the Stationery supplied may therefore be taken to be the same as in the previous year.

14. Table C. shows the amounts paid for salaries and wages during the year, compared with similar expenditure in 1891-92. The saving effected upon this item is shown to be £273 1s. 0d. due to reduced output and to economy.



TABLE C.—SALARIES AND WAGES.

Departments.			Twelve Months to 31st March, 1892.	Twelve Months to 31st March, 1893.
			£ s. d.	£ s. d.
1. Composing Room	...	...	2,195 16 6	2,175 0 6
2. Press Room	...	...	399 19 10	320 6 2
3. Bindery	...	...	675 13 2	570 9 8
4. Warehouse	...	...	262 16 11	170 14 1
5. Superintendent	...	...	400 0 0	502 18 4
6. Clerk	...	...		
			84 3 4	
			4,018 9 9	3,745 8 9

15. Table D. shows the Expenditure for Miscellaneous Services compared with the previous year.

TABLE D.—MISCELLANEOUS EXPENDITURE.

Items.				1891-92.	1892-93.
				£ s. d.	£ s. d.
Casting Rollers	...	...	...	...	12 19 0
Incidentals	...	...	...	163 9 6	134 8 11½
Telephone	...	...	...	12 0 0	10 16 0
Repairs	...	...	...	98 7 10¼	4 4 10
Gas	...	...	...	205 16 11	157 11 2
Insurance	...	...	...	...	78 18 4
Transport	...	...	...	107 7 8	87 2 0
Water Rates	...	...	...	3 12 0	3 12 0
Postage	...	...	...	26 9 11½	24 18 4
Materials	} Included in { Incidentals { in 92-93. {	...	...	183 18 5	...
Latrines		...	...	20 0 0	...
Labour		...	...	11 19 0	...
				838 1 3¾	508 10 7¼

16. This Table shows a saving of £229 10s. 8½d. as compared with 1891-92. This saving has been effected principally in *Repairs* which have been very slight; *Gas*, owing to little or no night work being done and a smaller consumption in the Stereo-foundry; *Transport*, due to reduced contract price for drayage, etc., and to reduced railway and freight charges on a smaller output; and *Incidentals*, due to general economy. On the other hand there is a new item of Expenditure this year in *Fire Insurance*, an amount of £78 18s. 4d. having been paid for premiums on Policies covering the Stock, Plant and Buildings to the extent of £5,300

17. Table E. shows the total Expenditure of the year compared with that of 1891-92.

TABLE E.—TOTAL EXPENDITURE.

Items.			1891-92.	1892-93.
			£ s. d.	£ s. d.
Salaries and Wages	...	...	4,018 9 9	3,745 8 9
Miscellaneous Expenditure	...	...	838 1 3¾	508 10 7¼
Merchandise purchased locally	...	...	367 2 0	240 8 0½
Do. by Crown Agents	...	...	4,435 3 11	4,468 18 11
			9,658 16 11¾	8,963 6 3¾

18. The Table shows a total reduction of £695 10s. 8d. as compared with the previous year. This saving is explained by the remarks under Tables C. and D.

19. *Refunds*.—The amount refunded to Cash for Postages, Carriage, etc., was £2 5s. 3¾d.

*Reimbursements in-Aid*.—A total sum of £4,226 15s. 1¾d. was collected from Departments and other sources and paid into the Treasurer's Account for the credit of Reimbursements-in-Aid. The following Table (F.) will show the sources whence these funds were derived:—

TABLE F.—REIMBURSEMENTS-IN-AID.

Total receipts for Stationery and Printing	...	£4,045 13 8½
Gazette Subscriptions	...	46 18 7½
Handbooks	...	117 7 4
Maps	...	8 11 6
Empty Cases	...	2 11 3
Fines	...	5 12 8½
Total amount paid into Treasury	...	£4,226 15 1¼



20. Table G. is a Statement of the Merchandise Account showing a gross profit of £5,362 11s. 9½d.

TABLE G.

DR.				Cr.			
Statement of Merchandise Account to 31st March, 1893.							
	£	s.	d.		£	s.	d.
To Stock of Paper, Stationery and Sundries on 31st Mar., 1892 ...	1,898	13	7	By Stock of Paper, Stationery and Sundries on 31st Mar., 1893 ...	3,664	13	10½
" Crown Agents for Goods purchased during the year	4,468	18	11	" Plant (Type and Tools)	132	4	4
" Cash for goods purchased locally ...	240	8	0½	" Crown Agents, Cr. Note for allowance ...	4	5	1
" Profit & Loss, bal. transferred	5,362	11	9½	" Stationery supplied to Departments, &c. ...	2,144	19	6½
				" Printing and Bookbinding done for Departments, &c.,	6,024	9	6½
			£11,970 12 4½				£11,970 12 4½

21. Table H.—A Profit and Loss Account shows that after deducting all expenses, the Net Profit on the transactions of the year amounted to £1,068 15s. 2d.

DR.				Cr.			
TABLE H.—Statement of Profit and Loss Account to 31st March, 1893.							
	£	s.	d.		£	s.	d.
To Salaries and Wages ...	3,745	8	9	By Merchandise—			
Miscellaneous Expenditure	530	11	7½	Balance transferred ...	5,362	11	9½
Balance (being Net Profit)	1,086	11	5½				
			£5,362 11 9½				£5,362 11 9½

22. In examining the Merchandise Account it will be noticed that the stock shown to be on hand at the end of the fiscal year was very large, amounting to £3,664 13s. 10½d., including the stock of printed forms.

23. This stock is fully £1,000 more than there is need to hold, and its existence is due to my having ordered stock to meet an estimated demand based upon the experience of the previous year. But the falling off in the overturn of the Department to the extent of £2,500, as previously noted, of course caused the consumption of materials to decrease in a corresponding ratio.

My requisitions for Merchandise upon the Crown Agents, for the current year will, accordingly, be proportionately reduced.

24. Having received authority to value what may be called the Assets of the Government Printing Office, I have, after a careful valuation, and making every allowance for depreciation and wear and tear, opened Nominal Accounts with the following entries:—

DR.				Cr.			
	£	s.	d.		£	s.	d.
Plant ...	4,878	14	0	Capital ...	6,878	14	0
Buildings ...	2,000	0	0				
			£6,878 14 0				£6,878 14 0

25. It will be advisable in future years that Capital Account should be credited with interest and Plant and Buildings be charged with an annual percentage to meet wear and tear and deterioration, through a Depreciation Account.

26. With the exception of the old dwelling house which does duty as a Warehouse and which is insecure, unsafe and inconvenient, I am glad to report the Buildings and the Type, Tools, Machinery and other Plant in excellent order. The stock, though large, consists of goods in constant demand and there is no reasonable probability of any loss from deterioration in the current year, during which it will be largely reduced.

Respectfully submitting the foregoing,

I have the honour to be,

Sir,

Your obedient Servant,

Jos. C. FORD,

Supt.