

Educational (1910) Department.

ORDINARY MS.

G.O., No. 474

DATED 11-8-1910

[Despatch Abstract.]

Lawrence Asylum Press

Recording report on the
working of the — during 1909.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

[E & L.]
68
2,400-15-3-00.

EDUCATIONAL DEPARTMENT.

CURRENT FILE.

CONTENTS.

From	Number.	Date.	Pages.
[1481]	D.P.I.	4712 27-7-10	1 to 9

[P.T.O. FOR PUT UP PAPERS.]

PAPERS PUT UP WITH CURRENT No. _____

Papers of the department to which the current belongs.

Number.	Date.	Original (=O.) or spare copy (=S. C.)	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.
384	6-7-10	sc		
323	6-6-10	sc		
316	2-6-10	sc		
144	21-3-10	O		
114	11-3-10	O		
640	6-12-09	sc		
424	17-7-09	O		
161	17-3-09	sc		
156	16-3-09	sc		

Papers of other departments.

Department.	Number.	Date.	Original (=O.) or spare copy (=S. C.)	Despatcher to note the return of the papers to the departments concerned.

Stock Form No. 135.
4,000-1-8-08.

EDUCATIONAL DEPARTMENT.

Received  190 , Registered 29 7 1903

Subject.

Submitting three copies of the Report , Balance Sheet and Profit
and Loss account of the Lawrence Asylum, Ootacamund, for the year
ending 31st December 1909.

ENCLOSURES.

No.

N. Ref on Current No. 4712/10

Spare copies

Station M a d r a s , Dated the 27th July 19010

From (Name) The Hon'ble Mr. A.G. Bourne, D.Sc. F.R.S.C.I.E.,

(Designation) Director of Public Instruction,

M a d r a s

To The Secretary to the Government of Madras,

Educational Department.

Sr,

N.VS.

TN
28/7

OOTACAMUND LAWRENCE ASYLUM.

LOVEDALE P. O.,

Nilgiri District, 15th July 1910. 190

FROM

THE PRINCIPAL AND SECRETARY,

OOTACAMUND LAWRENCE ASYLUM,

LOVEDALE,

The Director of Public Instruction,

M A D R A S.



SIR,

I have the honour to forward herewith for favour
of submission to Government, three copies of the Report,
Balance Sheet and Profit and Loss Account of the Lawrence
Asylum Press for the year ended 31st December 1909.

I have the honour to be,

Sir,

Your most obedient Servant,

W. C. Das

Principal and Secretary.



5

LAWRENCE ASYLUM PRESS,
Madras, 12th July 1910.

FROM

THE AGENTS TO THE TRUSTEES

OF THE LAWRENCE ASYLUM PRESS,

Madras.

TO

THE SECRETARY TO GOVERNMENT,

EDUCATIONAL DEPARTMENT,

Ootacamund.

(THROUGH THE TRUSTEES OF THE LAWRENCE ASYLUM.)

SIR,

With reference to G. O. Educational, No. 316, dated 2nd June 1910, and to para. 2 of G. O. Educational, No. 323, dated 6th idem, the Agents have the honour to submit their report on the working of the Lawrence Asylum Press for the year ending 31st December 1909. Appended to the report are a Balance Sheet and Profit and Loss account of the Press, certified by Messrs. Fraser & Ross, Chartered Accountants, an extract from whose report, referred to in the certificate, is also appended hereto.

A
B

The Auditors' report deals very fully with the more salient features of the year's working, as disclosed in the accounts, and the Agents do not propose therefore to go over the same ground, but merely to offer such remarks as seem to them necessary in explanation of the Auditors' report.

OOTY BRANCH PRESS.

It will be noticed that for the first time the Report and the Accounts deal with the Lawrence Asylum Press as a whole and that no separate report is submitted for the Branch Press at Ooty. The advantage of this incorporation has been indicated in previous annual reports and, more recently, in the Working Agent's reply, No. Ag. 2/14, dated 1st March 1910, to the remarks on the Accountant-General's audit report on the 1908 accounts of this Press. The records maintained in the Head Office show, however, that, apart from the depreciation of Rs. 4,717 in its stock of Type and Plant, the Branch Press worked, during the year 1909, at a loss of approximately Rs. 500. The Agents have decided to continue to work the Branch for another year up to the 31st March 1911, before which time they hope to be able to decide definitely on the question of its continuance.

Go. no. 316 A
2-6-10

Go. no. 247 C
10-5-10

RAILWAY CONTRACT.

The Railway Contract work has fallen off very considerably in the year under report. This has been due partly, it is understood, to the careful scrutiny exercised by the officers of the Railway over consumption, and partly to revision of a large number of the forms, undertaken by the Administration with a view to rendering them common to both the Broad and Metre Gauge systems. The printing of these revised forms has been executed mainly at the Company's own press at Dharwar. There has been a slight increase in the outturn of the general or jobbing section of the Press during the year and the Superintendent is devoting his special attention to the development of the work of this section, so as to render the Press, as far as possible, independent of the Railway contract, which we were given notice would expire on the 30th June 1910, but which, the Agents are glad to report, has, in a modified form, been extended up to the 31st December of this year.

SHORTAGE AND DEPRECIATION IN OOTY BRANCH STOCK OF TYPES AND PLANT.

The bulk of the shortage of Rs. 4,717 brought to notice under this head in the Profit and Loss account is traceable to Types, and is due to large quantities of broken and battered types, returned during the year from the Branch to the Head Office, not having been credited in the Ooty Stock Books.

VALUATION OF MACHINERY, PLANT, &c.

The Agents entirely agree with the Auditors in their remarks as to the importance of a systematic valuation of the Machinery and Plant of the Press and the necessity for an early stock-taking to enable a correct valuation to be arrived at of the present plant. The Agents have found considerable difficulty in obtaining the services of a suitable person for this work, but the matter has their full attention and they hope to have this valuation completed before the compilation of the accounts for the current year are taken in hand.

GOVERNMENT PAPER FOR RS. 10,000 HELD BY ACCOUNTANT-GENERAL.

This has since been realized and the precaution suggested by the Auditors is not, therefore, any longer necessary.

CAPITAL OF THE PRESS.

This shows a falling off in total of Rs. 3,208, which amount is more than covered by the "Extraordinary charges" of Rs. 7,883, which the Auditors state are not directly chargeable against the trading of the year. The cash outlay on Capital account during the year amounted to Rs. 54,493 as under:—

	Rs.
New Engine House	6,557
Electric Installation	32,133
Machinery and Plant	15,803

The question of the equipment of the Press with the most effective and modern machinery and type to enable it to enter into competition for the general printing work of Madras and even out of Madras, and so render itself, to a large

extent independent of the Railway work, has, for some time, engaged the serious attention of the Agents and when the Superintendent went home on leave last year, he was authorized to institute enquiries with this end in view, as a result of which, in addition to the Rs. 15,803 expended under this head in 1909, we have in the current year installed in the Press several up-to-date and labour-saving machines at a further cost of over Rs. 23,000, thus transferring to Capital Plant a considerable portion of the Rs. 40,180 shown in the balance sheet for 1909 as the cash investments of the Press. The facilities afforded by the introduction of the new plant will, the Agents hope, induce a steady flow of general and jobbing work into the Press, which will prove valuable in the event of the withdrawal of the Railway Contract work.

GENERAL.

The Honourable Mr. C. J. Weir, one of the Agents to the Trustees, having resigned during the year, the Venerable Archdeacon L. E. Cox was appointed in his stead and has done duty as Working Agent since his appointment. Colonel R. F. R. Formby and Mr. T. Fisher continued to act as Agents throughout the year.

Mr. Mumford, the Superintendent of the Press, was, on the expiry of his five years' agreement in February 1909, and in recognition of the very efficient services he had rendered to the Press during that period, granted leave to England for 6 months on full pay. Mr. Mumford has entered into a new agreement to serve the Press for a further period of 5 years, his rate of pay under the new agreement being increased from Rs. 550 to Rs. 650 per mensem. Mr. Mumford returned from England on the expiry of his leave on the 3rd October 1909.

Mr. W. H. Armour was appointed Assistant Superintendent of the Press under an agreement for three years on a salary of Rs. 250—25—300, and joined duty at Madras on the 11th October 1909. Mr. Armour was selected for the post by Mr. Mumford when in England.

I have the honour to be,

SIR,

Your most obedient servant,

A. Carr
Working Agent to the Trustees.

17, ARMENIAN STREET,
Madras, 8th March, 1910.

THE AGENTS TO THE TRUSTEES,
LAWRENCE ASYLUM PRESS,
MOUNT ROAD,
Madras.

DEAR SIRs,

We have completed the audit of the books and accounts of the Press for the year ended 31st December 1909, and have to report as follows:—

Trading Account.—The total outturn for the year, amounting to Rs. 2,32,366, shows a decrease on the previous year of Rs. 30,638, which is more than accounted for by diminished Railway Contract Work.

The total cost of production has been credited with the value of unfinished orders—Rs. 9,032 at 31st December 1909. The Trading Account, in consequence, shows a profit in excess of what was actually earned over the period of twelve months, since unfinished orders outstanding were not taken to account in the accounts at 31st December 1908.

Included in the cost of production has been charged the labour and material supplied towards the re-casting of new type for the use of the Press. The amount, which has been credited to the cost of production (Rs. 4,606), is an estimate represented by the excess of machinery and type, etc., in the Stock Book, over the amount shown in the books of account. Reference will be made to this later.

Profit and Loss Account.—Working expenses (consisting of indirect trade charges, cost of distribution and management, and non-productive wages) with Bad Debts and Current Depreciation written off, amount to Rs. 51,487, making a total cost of production of Rs. 1,97,948 on the year's trading, which is equivalent to 85 per cent. of the total outturn.

The "Extraordinary" charges against the Profit and Loss Account consist of *shortage and depreciation* in the Ooty Branch types, machinery, stores and paper, which a detailed valuation made by the late Deputy Superintendent at 31st December 1909 disclosed.

No valuation of either the Head Office or the Branch Press Type and Machinery appears to have been made since the year 1898, the values representing same in the Balance Sheets issued subsequently having been taken from the Stock Book, with the result that when a detailed valuation was made at Ooty on 31st December 1909, same amounted to Rs. 10,975-6-11 against the book value of Rs. 15,692-14-3, leaving Rs. 4,717-7-4 unaccounted for, but occasioned, we presume, by sufficient depreciation not having been written off. From an analysis of the valuation it appeared that large quantities of the type had disappeared or become valueless. The other "Extraordinary" charges were an error of Rs. 147 in the 1908 Trading Account adjusted in the 1909 accounts, and a loss on realization of Government Paper of Rs. 2,508 making a total of Rs. 7,883 not directly chargeable against the trading of the year.

The Bonus to the Superintendent under his agreement has been calculated from the 8th February 1909 at 2 per cent. upon the net profit, before charging up the annual contribution to the Lawrence Asylum, according to your instructions.

With regard to the Bonus in question, we have to point out that the amount taken to credit of trading in respect of uncompleted orders materially affects the profit for the year, but, as a set-off against this, the "Extraordinary" charges detailed in the Profit and Loss Account

1908
5846
261316
267162
232366
34796

59370
7883-14
51487

have been brought to account in arriving at the commission payable to the Superintendent. We believe the sum allowed by us to be in accordance with the terms of the agreement, and based upon the figures shown in the books of the Press. The net profit, before charging contribution to and expenditure incurred on account of the Lawrence Asylum, amounts to Rs. 28,181.

Balance Sheet.—No depreciation has been written off Premises. The figure stands as it was in last Balance Sheet with an additional outlay of Rs. 6,557 during the year.

No valuation has been made of Machinery, Plant, &c., at the Head Office, nor, as we already stated, has a valuation been made since 1898, values shewn in this and previous Balance Sheets being the amounts carried forward from the preceding year as per the Type Stock Book, with additions during the year added, and depreciation deducted varying from $7\frac{1}{2}$ per cent. on Type to 4 per cent. on Machinery.

Each year there has invariably been a discrepancy in Types and Machinery between the figure shown in the Stock Book and the total which has been arrived at in the accounts, by adding the outlay during the year to the balance at the commencement and deducting depreciation at the agreed rate. This difference always appears on one side, viz., as an excess in the Stock Book over the amount shown in the Books of Account, as already stated in a previous para. This excess, it is estimated, represents the value of type recast during the year, but in no year in which we attempted to substantiate the estimate could we trace more than about two-thirds of the amount to labour and material supplied in type-casting. In view of the foregoing, and especially having regard to the serious shortage in the Ootacamund Branch valuations adjusted this year, we would urge the necessity of having a thorough and, if possible, independent valuation made this year, and also the expediency of arranging for at least a quinquennial valuation in future. In instituting any comparison, however, between the state of the Ootacamund Branch Type, etc., and that at Head Office, we would point out that, whilst the Head Office depreciation has always been calculated at $7\frac{1}{2}$ per cent. the Branch depreciation was calculated at only 5 per cent.

The valuations of Stocks of Paper, Stores, etc., at Madras have been made by the Chief Accountant and those at Ooty by the late Deputy Superintendent.

The outstanding book debts show a reduction of Rs. 19,518 upon last year's figure, the natural conclusion being that customers' payments on account have been more prompt. We would suggest that, if possible, credit should be still further reduced, or, at any rate, made more limited as credit seems to be given rather too indiscriminately. The book debts have been checked out in detail from the Ledger by us, and provision made for those thought to be doubtful.

Securities and Deposit Receipts for the investments have been examined by us, together with certificates for cash on hand and in Bank. We take this opportunity of pointing out that the Government paper held as an investment of the Press is stated in the Balance Sheet at the par value. A Reserve should be made to cover the discount between the face and the market values and by way of provision against loss on realization.

Sundry Creditors are less by Rs. 13,782 than at 31st December 1908. The balance at credit of Pension Fund Interest Account has been carried forward as a reserve to provide for such pensions as are now paid by the Press.

The total Capital of the Press, after deducting the net loss for the year, amounts to Rs. 6,03,856-4-10.

The Balance Sheet, as certified by us, is, in our opinion, full and fairly drawn and, subject to the foregoing, exhibits a true and correct view of the state of affairs of the Lawrence Asylum Press, as at the 31st December 1909.

Yours faithfully,
(Signed) FRASER & ROSS,
Chartered Accountants.

34983-4-2
21-178-15-2
13,781-5-0

LAWRENCE ASYLUM

BALANCE SHEET AS

PRESS, MADRAS.

AT 31st DECEMBER 1909.

CAPITAL AND LIABILITIES—	Rs.	A.	P.	Rs.	A.	P.
Sundry Creditors—						
On open account	18,864	10	6			
Undisbursed wages	152	4	8			
Contractors' Deposits	335	0	0			
Employees' Security Deposits	1,300	0	0			
Commission due to Superintendent, outstanding	520	0	0			
				21,171	15	2
Pension Fund Interest Account—						
Balance at Credit				1,877	4	9
Capital Account—						
Balance accumulated to 31st December 1908	6,07,064	10	0			
Deduct Excess of Expenditure over Income for 1909 as per Profit and Loss account	3,208	5	2			
				6,03,856	4	10
Total				6,26,905	8	9

PROPERTY AND ASSETS—	Rs.	A.	P.	Rs.	A.	P.
Land and Building as per Balance sheet dated 31st December 1908	2,01,896	11	1			
Outlay during year	6,557	2	7			
				2,08,453	13	8
Machinery Plant and Type—						
<i>Madras—</i>						
Book value at 31st Dec. 1908	2,05,801	11	3			
Outlay during year	15,802	15	3			
	2,21,604	10	6			
Deduct Depreciation	11,402	4	2			
Electric Installation outlay	32,133	0	0			
<i>Ootacamund—</i>						
As per valuation	9,967	6	11			
Deduct Depreciation	668	1	8			
	9,299	5	3			
				2,51,634	11	7
Furniture—						
<i>At Madras</i>	7,744	12	0			
Less Depreciation	403	10	10			
				7,341	1	2
<i>At Ootacamund</i>	1,008	0	0			
Less Depreciation	22	0	0			
				986	0	0
				8,327	1	2
Stock in Trade—						
<i>Madras—</i>						
Paper	28,247	0	7			
Stores	15,503	12	3			
Municipal forms and books	150	8	7			
Railway books	4,050	8	5			
				47,951	13	10
<i>Ootacamund—</i>						
Paper	782	8	9			
Stores	691	11	9			
				1,474	4	6
Unfinished orders labour and material charged				9,032	8	4
				58,458	10	8
Outstanding Book debts—						
Per Sales ledger	42,136	9	9			
Advance of pay to employees	0	15	2			
	42,137	8	11			
Deduct Reserve against Doubtful debts... ..	503	10	8			
				41,633	14	3
Investments—						
Bank of Madras, 12 months Deposit Receipts	30,000	0	0			
Do. Short deposit receipts	10,180	0	0			
Government paper (held by Accountant-General)... ..	10,000	0	0			
Madras Railway Security Deposit	2,000	0	0			
Bank of Madras Deposit Receipts (Employees' Security Deposit)	1,300	0	0			
				53,480	0	0
Cash—						
<i>Madras—</i>						
Cash in Bank	4,600	14	2			
Cash on hand	206	0	0			
<i>Ootacamund—</i>						
Cash in Bank	53	2	6			
Cash on hand	57	4	9			
				4,917	5	5
Total				6,26,905	8	9

Working Agent.

Accountant.

We have examined the books and securities of the Lawrence Asylum Press, and compared same with the above Balance Sheet, foregoing presents a true and correct view of the state of the affairs of the Press as at 31st December, 1909.

MADRAS,
8th March, 1910

and hereby certify it to be in accordance therewith. We further certify that, in our opinion, and subject to our Report of even date, the

FRASER & ROSS,
Chartered Accountants. } Auditors.

TRADING ACCOUNT FOR YEAR

1909 Dec.	31		Rs.	A.	P.	Rs.	A.	P.
		To Cost of Production	1,46,953	4	5			
		Deduct cost of making new type for press, estimated.	4,606	2	11			
						1,42,347	1	6
		Customs duty and landing charges on Paper and stores	..	..	..	1,417	14	0
		Fuel	..	..	..	2,596	11	5
		Gross Profit carried forward	..	..	..	86,004	4	4
		Total	..	..	..	2,32,365	15	3

ENDING 31st DECEMBER 1909.

1909 Dec.	31		Rs.	A.	P.	Rs.	A.	P.
		By Outturn of the Press—						
		Machining	25,552	14	3			
		Binding	33,681	0	5			
		Composing	35,168	14	11			
			94,402	13	7			
		Profit on paper issued	7,268	14	1			
		Miscellaneous	5,840	9	6			
						1,07,512	5	2
		Press Publication Sales	..	..	..	17,816	6	10
		Railway Contract Sales	95,529	12	2			
		Municipal Contract Sales	11,507	7	1	1,07,037	3	3
		Total	..	..	..	2,32,365	15	3

PROFIT AND LOSS ACCOUNT FOR

1909 Dec.	31		Rs.	A.	P.	Rs.	A.	P.
		To Working Expenses—						
		Postage and telegrams—						
		Paid	1,586	1	9			
		Received	1,153	6	10			
			432	10	11			
		Rail freight and cartage	456	11	0			
		Taxes and Fire Insurance	2,958	5	8			
		Repairs and Renewals	839	2	1			
		Lighting	724	9	9			
		Stationery and Printing for Office	1,639	14	1			
		Establishment Salaries and non-productive wages.	24,899	4	11			
		Passages—Superintendent and Assistant	1,389	0	0			
		Rent of Ooty Premises	540	0	0			
		Travelling expenses	362	15	0			
		Law Charges	58	5	0			
		Advertising	695	0	1			
		Audit fees	1,200	0	0			
		Miscellaneous	1,003	13	0			
		Carried forward	..	..	..	37,199	11	6

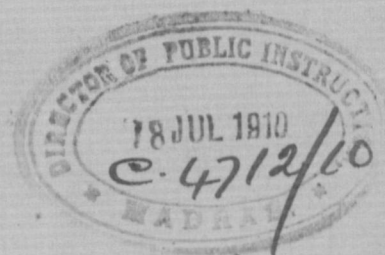
YEAR ENDING 31st DECEMBER 1909.

1909 Dec.	31		Rs.	A.	P.	Rs.	A.	P.
		By Gross Profit—						
		Forward	..	..	..	86,004	4	4
		Packing—						
		Amount recovered from customers	590	13	9			
		Less Cost of same	549	11	9			
						41	2	0
		Commission—						
		Received...	1,217	9	5			
		Paid	896	5	9			
						321	3	8
		Interest on Investments—						
		Received	1,750	9	4			
		Paid on Security Deposits	45	8	0			
						1,705	1	4
		Carried forward	..	..	..	88,071	11	4

YEAR ENDING 31st DECEMBER 1909—(continued).

						Rs.	A.	P.	Rs.	A.	P.
1909 Dec.	31	By Profit brought forward ...	...	...	...	...	...	...	88,071	11	4
						...	...	...	88,071	11	4

1909 Dec.	31	By Net Profit—				
			Carried forward ...	...	...	28,181 9 10
			Balance, <i>being excess of Expenditure over Income</i> ...	...	...	3,208 5 2
			Total ...	...	...	31,389 15 0



9 14 12 ✓
N. Ref on Cur No. 4 7 1 2 /10 dated 27th J u l y 1910.

Submitted to Government.

G. Krishnamani

For Director of Public Instruction.

R

N.V.S.

NOTES.

C. No. 481 From the J.P.-9. No. 4712, dated 27.7.1900.

SUBJECT.

Report on the working of the Lawrence Asylum Press during 1909.

The total outturn of the Madras and Ooty Branch Presses in 1908 amounted to Rs 267,162, (Rs 2,61,316 in Madras Press & Rs 5,846 in Ooty Branch). The total outturn in 1909 according to the Auditor's report is Rs 2,32,366. The decrease in outturn as compared with 1908 is Rs 34,796 and not Rs 30,638 as given in para. 1 of the Auditor's report. The decrease is attributed to diminished Railway Contract work - vide first para. on page 2, and para. 1 of the audit report on p. 4 of ^{the report in} current file. It is stated that there has been a slight increase in the outturn of the general or jobbing work of the Press, and with the improvement in the plant & machinery of ~~the~~ which was effected during the year at a cost of Rs 22,360, a marked advance may be looked for under this head in the current year.

2. In April March 1910, the Principal of the Lawrence Asylum reported that the Trustees of the L.A. Press had decided to close the Branch Press at Ooty and that they were in Correspondence

Pages 344 of G.O. no. 424-21
17.7.09
2,67,162
2,32,366
34,796
Hag. D.

Page 4 of the report
in current file.

First para on page
2 of the report.

vide last para. on p. 2
of the report.

G.O. no. 247 Ed. C
10-5-10

14
Correspondence with the Agents as to how the Press was to be disposed of. But from the last para. of page 1 of the report, it is observed that the Agents have decided to continue to work the Branch for another year up to the 31st March 1911.

3. The report may be recorded. The draft below is for approval.

RD
5.8.10

Sec 4

Sm

6/5

Circ^d in Box No 28.

AM.

Leub
9.8.10

Wm
10.8.10

Issue.

Leub
11/8

151

323 2d 6-6-1910

C. No. 1487, From the D-P-1, No. 4712, dated 27-7-1910.

” ” ; ” ” ; ” ; ” 19

19

Mis

No. 474, dated 11. 8. 1910

Recorded

10 - Viet 10

I.H.
4-8-11

$$\frac{10}{5 \cdot 8 \cdot 10}$$

Sum
618

Lib.
9.810

Wm. H. H. H.

To

The D.P.D. 140

-- Committee of the L & only 1/20

Seit
12.8.10

When given for copying _____
When copied _____ } 191
When examined _____
When signed _____

READ AGAIN G.O., No. _____, DATED
19 _____

CURRENT No. _____

ENCLOSURES TO C. No. _____

ORDER OF GOVERNMENT.

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL.

N.B.—

- A = Copy in full.
- B = Not to be copied.
- P = Copy abstract only.
- Q = Copy heading only.