

Educational (1902) Department.

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ORIGINAL

[Despatch Abstract.]

Lawrence Asylum Press, Madras

Forwarding with remarks to the trustees of
the Lawrence Asylum Press, the report
on the audit of the accounts of the
for the calendar year 1901.

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

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Government {1902} of Madras. EDUCATIONAL.

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} 1902.

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ORIGINAL

G.O., No. 567, 18th September 1902.

SEPTEMBER.

Lawrence Asylum Press, Madras.

Forwarding, with remarks, to the trustees of the Lawrence Asylum Press the report on the audit of the accounts of the — for the calendar year 1901.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following paper:—

From W. I. BRYNING, Esq., Chief Superintendent in charge of Outside Audits, to the Accountant-General, dated Madras, 1st September 1902.

I have the honour to report that the accounts of the Lawrence Asylum Press, Madras, for the calendar year 1901 have been audited and found correct.

2. The usual three statements are appended marked A, B and C.

3. *Statement A.*—The total cash receipts during the year amounted to Rupees 1,83,339-13-9 against Rs. 1,45,957-2-4 in the previous year, and the disbursements to Rs. 1,78,020-3-4 (exclusive of Rs. 10,000 transferred to fixed deposits) against Rs. 1,63,773-9-1 in 1900.

4. *Statement B.*—(a) The sums of Rs. 9,221-4-3 and Rs. 567-11-6 which represent the amounts over-paid on account of pensions to end of 1899 and during 1900, respectively, referred to in paragraph 3 of the last audit report were deducted from the capital account for 1901 in the Press books.

(b) A sum of Rs. 130 due to the Press on the 31st December 1901, on account of rents was omitted from the balance statement as made up by the Press. I have therefore included it in the assets of the Press for the year and I would suggest that a separate "rent" account be opened in the Press books for 1902 which should be credited with the amounts of rent becoming due at the end of each month, by transfer debit to the accounts of the tenants concerned, so that, at the close of the year, the balances of the latter representing unpaid rents may be transferred to the balance sheet.

(c) The interest due to the Press on the Government promissory notes of the nominal value of Rs. 2,000 lodged with its tender with the Madras Railway Company was allowed to accumulate since January 1899, without being drawn. It amounted to Rs. 210 on the 31st December 1901 and should have been included in the assets of the Press.

(d) Rs. 525 received on account of interest on the fixed deposits for 1901 was shown as a liability in the balance account of the Press, along with Rs. 350 collected on that account in the previous year. As this is really an income of the Press, it should be taken to the profits for the year.

	RS.	A.	P.	
Interest on fixed deposit ..	525	0	0	
Interest on the Government promissary note lodged with the Madras Railway Company ..	210	0	0	
Rent ..	130	0	0	
Value of visiting cards not included in stock balance list ..	2	4	0	
Total ..	867	4	0	

5. *Statement C.*—It will be seen that the gross earnings of the Press for the year were Rs. 44,842-15-8, but, as the contributions to the Lawrence Asylum at Ootacamund and the bad debts written off amounted to Rs. 21,661-2-6, the net result was a profit of Rs. 23,181-13-2. This sum is in excess of the net profit of Rs. 22,314-9-2 as made up by the Press by Rs. 867-4-0 (*vide margin*) which should now be brought on their accounts.

6. In compliance with a suggestion in the audit report on the accounts of the Branch Press at Ootacamund for 1900, a sum of Rs. 3,000 was withdrawn by the Agents and added to the capital of the Press. But as the money correctly forms an asset of the Branch Press, I have shown it as a liability in statement B.

7. *Books on commission sale account in the ledger.*—The credit balance of this account representing the value of books sold for the authors within the year, is closed to the account of "commission realised on the sale of books" and the result of the latter account which, for 1901, was a debit balance of Rs. 1-10-10 was transferred to "working expenses". This procedure is irregular and it does not show the amount of commission realised by the Press which should find a separate entry on the "income" side of the "profit and loss" account. I would suggest that at the end of every month the total value of books sold be adjusted as follows:—Debit value to "books on commission sale" and credit parties' accounts and commission account. This latter account would then be closed to profit and loss at the end of the year.

8. *Outstandings on bills.*—The outstandings on the 31st December 1901 amounted to Rs. 62,736-2-2. The amount collected up to the 31st August 1902 being Rupees 55,342-10-11, the balance due on this date on account of 1901 was Rs. 7,393-7-3.

9. *Work register of stereotyping.*—The entries in this register since August 1901 have been so badly written that it is almost impossible to check them with the day-book. The register should be clearly written up and regularly closed and signed every month by a responsible officer of the Press.

10. *Store stock accounts.*—In the course of the test audit applied to these, a few minor errors were noticed which have since been rectified.

11. *Depository stores.*—No stock of these stores was taken on the 31st December 1901 as was done in the case of stationery and other stores, and consequently 300 Gent's visiting cards purchased from Messrs. Higginbotham & Co. on the 30th October 1901 were omitted from the stock list and their value, Rs. 2-4-0 from the statement of assets. This has now been added.

12. The Press should be requested to pay to the credit of Government the prescribed audit fee of Rs. 300.

ENCLOSURES.

A.—Statement of Cash Receipts and Expenditure of the Lawrence Asylum Press, Madras, for 1901.

Balance on the 1st of January 1901.

	Amount.		Total.	
	RS.	A. P.	RS.	A. P.
In the Bank of Madras	417	4 6		
In hand, in cash and drafts ..	3,668	9 3		
Permanent advance	500	0 0		
			4,585	13 9

Receipts.

1. Collections by bills	1,65,789	0 6		
2. Collections without bills	3,172	2 11		
3. Sale-proceeds of books sold on commission	8,004	0 1		
4. Cash sales	420	15 6		
5. Recovery on account of supplies to Ootacamund branch	5,656	13 1		
6. Interest on superannuation fund ..	1,963	13 3		
7. Interest on security of tender deposits	32	12 0		
8. Interest from employees' securities ..	111	4 0		
9. Interest realised on fixed deposits ..	525	0 0		
10. Contractors' securities withdrawn from Messrs. A. & Co.	655	0 0		
11. Deposit with tender for South Indian Railway works refunded	500	0 0		
12. Deposits received from contractors with tenders	522	8 0		
13. Rents	980	0 0		
14. Discount and commission	4	14 10		
15. Undisbursed pay of establishment ..	0	5 7		
16. Recovery of fines	1	2 0		
17. Recovery of postage	0	2 0		
			1,88,339	13 9
Total ..			1,92,925	11 6

Disbursements.

1. Establishment	46,296	15 4		
2. Extra work	2,207	6 4		
3. Postage and receipt stamps	1,101	10 6		
4. Advertising charges	202	0 0		
5. Taxes and insurance	2,603	4 7		
6. Repairs to building and machines ..	1,349	1 1		
7. Rent of telephone	225	0 0		
8. Allowances for compiling almanacs ..	877	0 0		
9. Lithographing	318	2 0		
10. Fuel for engine and stereos	1,791	11 10		
11. Law charges	31	8 8		
12. Pensions	1,858	4 4		
13. Lighting charges	228	7 3		
14. Coolies and cart-hire	705	13 4		
15. Office expenses	440	11 6		
16. Payments on account of books on commission sale	8,964	9 3		
17. Payments on personal accounts	5,784	1 1		
18. Payments on account of Ootacamund branch press	192	3 6		
19. Audit fee	300	0 0		
20. Interest on employees' securities ..	86	12 0		
21. Deposits with tenders returned ..	967	8 0		
22. Interest on security of tenders ..	32	13 0		
23. Payments on account of stock	79,188	2 8		

A.—Statement of Cash Receipts and Expenditure of the Lawrence Asylum Press, Madras, for 1901—cont.

	Amount.		Total.	
	RS.	A. P.	RS.	A. P.
24. Improvement to press buildings ..	1,202	14 0		
25. Contribution to Lawrence Asylum, Ootacamund	20,500	0 0		
26. Discount and commission	21	13 9		
27. Periodicals	12	5 4		
28. Office furniture	24	0 0		
29. Deposit with tender for South Indian Railway work including stamp, &c., charges	506	0 0		
30. Surplus cash balance placed in fixed deposits in the Bank of Madras..	10,000	0 0		
			1,88,020	3 4

Balance on the 31st December 1901.

In the Bank of Madras	3,145	7 0		
In hand, in cash and drafts	1,260	1 2		
Permanent advance	500	0 0		
			4,905	8 2
Total ..			1,92,925	11 6

B.—Statement of Assets and Liabilities of the Lawrence Asylum Press, Madras, on the 31st December 1901.

Assets.	Government securities.	Amount.	Total.	Liabilities.	Government securities.	Amount.	Total.
Cash balances— With the Bank of Madras In hand Permanent advance	RS. A. P.	3,145 7 0 1,260 1 2 500 0 0	RS. A. P. 4,905 8 2	Employees' securities Contractors' securities Bills payable Personal ledger accounts Lawrence Asylum Press, Ootacamund Accumulated profits at commencement of the year as per statement B appended to the Audit report for 1900 Add—discount on Government pro-notes for Rs. 37,500 lodged with Accountant-General for custody	RS. A. P.	2,750 0 0 340 0 0 4,70,793 2 9 671 7 11 4,71,464 10 8	RS. A. P.
Stock— Plant and dead stock Stationery, printing and depository and stores in use in department India Army forms and books District municipality forms and books Furniture Postage stamps receipt stamps and postcards		1,74,503 9 9 28,331 13 6 848 11 4 159 7 0 4,566 6 11 188 9 6	2,08,598 10 0	Deduct— Amount of depreciation allowed on the press premises up to the end of 1900 Premium paid for the purchase of Government security for Rs. 2,000 lodged with tender with the Madras Railway Company Nominal value of Government Pro-notes <i>per contra</i> , hitherto included under accumulated profits Net accumulated profits Add—profits of 1901 Press Superannuation fund Deposit with tender with Madras Railway Company	RS. A. P.	1,302 11 4	
Investment and interest account— Government securities with the Accountant-General on account of the Superannuation fund of Press Employees' security deposits Interest on Government securities deposited with the Madras Railway Company for three years to 31st December 1901		2,750 0 0 210 0 0	2,960 0 0				
Deposit account— With tender with the Madras Railway Company With the Bank of Madras in fixed deposits							
Bills receivable— From Lawrence Asylum Press, Ootacamund Branch From customers From Miss M. Linsell on account of rent for November and December 1901 From the Manager, Bombay Cycle Agency, on account of rent for December 1901 Press premises							
Total		39,500	4,77,504 12 2	Total		39,500	4,77,504 12 2

C.—Profit and Loss Account of the Lawrence Asylum Press, Madras, for 1901.

Expenditure.				RS.	A.	P.
1. Establishment	..	..	..	46,296	9	9
2. Overtime	..	..	..	2,207	6	4
3. Contingencies	..	..	..	8,460	1	7
4. Pensions	..	..	..	1,858	4	4
5. Allowances for compiling almanacs	..	..	..	887	0	0
6. Amount written back	..	..	..	478	11	6
7. Cost of stores issued	..	..	..	74,691	5	5
8. Petty balances written off	..	..	..	3	0	9
9. Discount and commission	..	..	..	16	14	11
10. Depreciation allowed on press premises	..	..	..	1,136	15	0
				1,36,036	5	7
Income.				RS.	A.	P.
1. Printing and binding work and lithography	..	..	..	47,055	12	2
2. Books, periodicals, forms, etc., printed (including stationery)	..	..	..	1,30,819	5	7
3. Interest realized from Superannuation fund investment.	..	..	..	1,309	3	6
4. Rent	..	..	..	960	0	0
5. Interest on fixed deposits	..	..	..	525	0	0
6. Interest on Government security with the Madras Railway Company	..	..	..	210	0	0
				1,80,879	5	3
7. Deduct expenditure	..	..	..	1,36,036	5	7
8. Gross profit	..	..	..	44,842	15	8
Deduct—				RS.	A.	P.
9. Contribution to Lawrence Asylum, Ootacamund	..	..	..	20,500	0	0
10. Work done gratis for Lawrence Asylum, Ootacamund	..	..	..	668	10	9
11. Bad debts written off	..	..	..	492	7	9
				21,661	2	6
12. Net profit	..	..	..	23,181	13	2

O.A. No. 5091.

Forwarded to Government in the Educational department.

2. It is requested that orders may be passed for the payment of the audit fee to the credit of Government.

1st September 1902.

C. E. CRAWLEY,
Offg. Accountant-General.

ORDER—No. 567, Educational, dated 18th September 1902.

The report will be forwarded to the trustees of the Lawrence Asylum Press whose attention will be drawn to the remarks and suggestions of the auditor.

2. The trustees will be requested to arrange for the payment of the audit fee of Rs. 300.

(True Extract.)

A. T. PRINGLE,
Assistant Secretary to Government
in charge.

To the trustees of the Lawrence Asylum Press (through the
Director of Public Instruction).
,, Accountant-General.

Educational (1902) Department.

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accounts of the Lawrence Asylum Press, Madras
for the Calendar year 1901.

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P. S.

The report will be forwarded to the trustees of the L. A. Press whose attention will be drawn to the remarks and suggestions of the auditor.

2. The trustees will be requested to arrange for the payment of the audit fee of Rs 300.

18/9/2

17. E. 2

To
The trustees of the L.A.P.
thru the S.P.S.
- A.G. - Sept. 20/10

$$\begin{array}{r} 79 \\ 159 - \end{array}$$

1022 1022 1022 1022

The report will be forwarded to the Director of the L. & P. where attention will be drawn to the remarks and suggestions of the Committee. The Director will be requested to arrange for the payment of the audit for 1022.

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