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800—15-7-01.

Educational (1903) Department.

ORDINARY MS.

G.O., No 309

DATED 25. 6. 03

INDEXED.

[Despatch Abstract.]

Lawrence Asylum Press.

Recording the report on the working of the Lawrence asylum presses at Madras & Cotacamund during 1902.

BACK PAPERS.

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

FURTHER PAPERS.

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

1,000-11-3-01.

2

Educational (1903) Department.

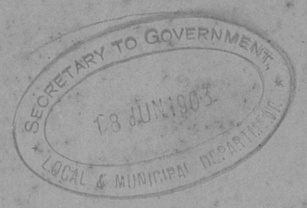
CURRENT No. 962

From

[Name] The Hon'ble Mr. G.H. Stuart, M.A.,

[Designation] Director of Public Instruction,

[Station] Madras.



N. Refce No. 4425 of 03,

Dated 16th June 1903.

Received 18- 6- 1903.

Enclosures Three

Registered 18- 6- 1903.

SUBJECT.

Submitting report on the working of the Lawrence Asylum Presses at Madras and Ootacamund for 1902.

BACK PAPERS.

G.O. No. 444 dated 1-8-02 " 530 " 2-9-02 Copy " 567 " 18-8-02 "	

FURTHER PAPERS.

To

The Secretary to Government,

Educational Department.

Sir,

3

LAWRENCE ASYLUM PRESS,
No. 1,153 MADRAS, 10*th June* 1903.

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,

The Agents have the honor to submit their Annual Report on the working of the Head Office and Ootacamund Branch Presses for 1902.

THE HEAD OFFICE.

2. The net out-turn, receipts and expenditure for the years 1902 and 1901 were as follows:—

	1902. RS. A. P.	1901. RS. A. P.
Out-turn ...	1,90,102 4 4	1,76,237 13 5
Receipts ...	2,02,518 14 11	1,88,339 13 9
Expenditure ...	1,99,499 6 7	1,78,020 3 4

3. Of the out-turn of this and previous years, there remained uncollected at the close of the year the sum of Rs. 60,668–9–2, which has been reduced to Rs. 4,162-5-9 to the 31st May 1903.

4. The work done was as follows:—

	1902. RS. A. P.	1901. RS. A. P.
General work—		
Regular Constituents...	30,461 10 3	24,421 9 9
Other do. ...	15,519 2 5	14,926 7 5
Railway work—		
Madras Railway (under Contract)...	1,05,162 3 9	85,701 1 8
Do. (Miscellaneous).	13,591 0 10	12,768 5 9
Other Railways ...	1,437 13 11	3,336 11 10
Government work ...	11,266 3 0	14,028 5 0
District Municipalities work	12,138 5 7	17,739 3 6
Hyderabad Government work	525 12 7	3,316 0 6
Total ...	1,90,102 4 4	1,76,237 13 5

showing an increase under General work, and under contract and miscellaneous work for the Madras Railway, and a decrease under the other items, the total increase being Rs. 13,864-6-11.

5. The opening cash balance of the year was Rs. 4,905-8-2, and the closing balance

was Rs. 3,080-7-5. Rs. 5,000 were invested in a Government promissory-note and added to the Press reserve account with the Accountant-General, raising the same to Rs. 30,000.

6. The percentage of profits calculated on outlay for the year was higher than for 1901 and 1900. In 1902 it was 35·7, in 1901 32·9, and in 1900 24·5.

7. The following statement gives the opening stock balances, the purchases made, and the closing balances of plant, stationery and stores for 1902 :—

	Rs.	A.	P.	Rs.	A.	P.
Opening Balance	...	...	...	2,08,407	12	6
Plant—						
Types	1,10,708	1	0			
Machines and Presses	63,092	15	3			
Furniture and other Articles ...	5,269	0	5			
	1,79,070	0	8			
Stationery	18,738	9	4			
Stores	9,591	0	2			
Forms and Books	1,008	2	4			
	2,08,407	12	6			
Purchases during the year	...	...	...	95,455	2	7
Plant—						
Types	9,010	0	6			
Machines and Presses	10,078	0	4			
	19,088	0	10			
Stationery	74,470	0	0			
Stores	1,897	1	9			
	95,455	2	7			
Total Rs. ...	...	...	...	3,03,862	15	1
Closing Balance	...	...	...	2,23,019	6	0
Plant—						
Types	1,18,461	8	6			
Machines and Presses	72,134	7	6			
Furniture and other Articles ...	5,163	5	5			
	1,95,759	5	5			
Stationery	17,406	8	6			
Stores	9,282	3	11			
Forms and Books	571	4	2			
	2,23,019	6	0			

8. Two printing machines, 2 type-casting machines, 3 hand numbering machines, and 1 paging machine were purchased during the year.

9. The Type-foundry was started in June 1898, and 5 machines are at work. During the year the type-foundry produced 9,769 lbs. of types, 13,708 lbs. of quadrats, 615 lbs. of quotations, 1,033 lbs. of clumps, 5,142 lbs. of leads, and 6,042 lbs. of stereotype plates, the value of the same being Rs. 15,811-13-0 and the cost of production Rs. 10,366-11-10.

10. The value of the Head Office premises is Rs. 1,50,965-3-9 and of the land Rs. 20,800, the total being Rs. 1,71,765-3-9.

The Ootacamund Branch.

11. The net out-turn, receipts and expenditure for the years 1902 and 1901 were as follows :—

	1902. Rs.	A.	P.	1901. Rs.	A.	P.
Out-turn ...	15,309	9	10	15,462	5	6
Receipts ...	14,795	1	7	16,661	13	1
Expenditure ...	14,078	7	7	19,128	15	6

12. Of the out-turn of this and previous years there remained uncollected at the close of the year the sum of Rs. 2,497-2-6, which has been reduced to Rs. 685-13-2 to the 31st May 1903.

13. The work done was as follows :—

	1902. Rs.	A.	P.	1901. Rs.	A.	P.
General work ...	4,585	12	0	5,239	2	9
Government work ...	10,403	4	1	10,174	4	11
Municipal work ...	320	9	9	48	13	10
Total ...	15,309	9	10	15,462	5	6

There has been a decrease of Rs. 152-11-8 in the work done during the year as compared with the previous year.

14. The opening cash balance of the year was Rs. 2,766-5-3, and the closing balance was Rs. 3,482-15-3.

15. The percentage of profits calculated on outlay for the year was higher than that of 1901 and lower than 1900. In 1902 it was 28·3, in 1901 20·4, in 1900 28·5.

16. The following statement gives the opening stock balances, the purchases made, and the closing balances of plant, stationery and stores for 1902 :—

	Rs.	A.	P.	Rs.	A.	P.
Opening Balance	...	...	...	13,923	2	7
Plant—						
Types	7,609	11	5			
Machines and Presses	3,444	12	7			
Other articles	2,170	11	3			
	13,225	3	3			
Stationery and Stores	697	15	4			
	13,923	2	7			
Purchases during the year	...	...	...	3,964	9	11
Plant	2,304	11	11			
Stationery and Stores	1,645	8	0			
Packing Charges	14	6	0			
	3,964	9	11			
Total Rs ...	...	...	...	17,887	12	6
Closing Balance	...	...	...	15,410	9	9
Plant—						
Types	8,937	14	0			
Machines and Presses	3,202	2	0			
Other articles	2,439	4	5			
	14,579	4	5			
Stationery and Stores	831	5	4			
	15,410	9	9			

GENERAL REMARKS.

17. In February 1902 the Agents arranged to obtain a Superintendent from England for the Head Office Press, and in the following July Mr. J. B. Witney arrived and took up the appointment. In the same month the Agents granted leave to Mr. Jones the Branch Secretary and Mr. W. G. Wright has been appointed in his stead.

18. The strength of the establishments on 31st December 1902 and 1901 was as follow:—

—	Head Office.		Ootacamund Branch.	
	1902.	1901.	1902.	1901.
Secretary	...	...	1	1
Superintendent and Deputy.	2	1	...	...
Account department ...	10	10	2	2
Stores, publication ...	4	4	...	...
do. paper	2	2	1	1
Examining department ...	14	9	2	1
Composing department ...	144	161	18	15
Machine and Press dept. ...	79	70	7	7
Binding department ...	90	86	5	6
Type foundry	22	18	...	...
Carpentry and Smithy ...	7	7	...	...
Servants	13	13	4	4
Total ...	387	381	40	37

19. During the year Rs. 23,000 were remitted by the Head Office and Rs. 3,000 by the Ootacamund Branch to the Trustees of the Lawrence Asylum out of the profits of the year; work to the value of Rs. 479-13-10 and Rs. 201-2-0, respectively, was done gratis for the Asylum.

20. The stock of stores at the Head Office was taken by the Superintendent, and at the Branch Press the stock was checked by the Secretary.

21. The usual statements of Head Office and Ootacamund Branch Presses are appended.

I have the honor to be,

Sir,

Your most obedient servant,

R. Hill

One of the Agents to the Trustees,
L. A. Press, Madras.

LAWRENCE ASYLUM PRESS.

STATEMENTS.

MADRAS OFFICE:— PAGE.

Balance Sheet... ... ... 6— 7
Profit and Loss Account ... ... 8— 9
Cash Account ... ... 10—13

OOTACAMUND BRANCH:—

Balance Sheet ... ... 14—15
Profit and Loss Account ... ... 16—17
Cash Account ... ... 18—19

Head Office.—Balance Sheet or Account for 1902.

Dr. *Cr.*

1902.			Rs.	A.	P.	L. F.	Rs.	A.	P.	Rs.	A.	P.
Jan.	1	To Liabilities at this date:—				3				21,658	12	4
		„ Sundries (Employés' Securities)					2,750	0	0			
		„ Do. (Contractors' „)					340	0	0			
		„ Do. (Stock purchased in England)					3,855	15	0			
		„ Do. (do. locally)					10,585	7	6			
		„ Interest on Fixed Deposit					875	0	0			
		„ Sundries (Personal Ledger Accounts)					3,252	5	10			
							21,658	12	4			
		To Amount transferred to the Credit of the Branch Press as per G.O., No. 567, dated 18th September 1902					3,000	0	0			
		To Amount transferred as per G.O., No. 567, dated 18th September 1902, Statement B of Assets and Liabilities.					122	12	8	3,122	12	8
										24,781	9	0
Dec.	31	To Assets at this date:—								5,30,443	13	3
		„ Cash and Drafts on hand	1,036	13	2	15	2,580	7	5			
		„ With Bank of Madras	1,543	10	3							
		„ Contingent Advance on hand				15	500	0	0			
		„ Stamps, etc., on hand					61	5	6			
		Postage Stamps	52	5	0	53						
		Post-cards printed	3	14	6	54						
		Receipt Stamps	5	2	0	54						
			61	5	6							
		To Stock on hand				73	2,23,019	6	0			
		„ Dead Stock Plant	1,91,328	14	11							
		„ Furniture, etc.	4,430	6	6							
		„ Stationery	17,406	8	6							
		„ Stores	9,282	3	11							
		„ War Office Forms and Books	175	15	11							
		„ District Municipal Forms and Books	395	4	3							
			2,23,019	6	0							
		„ Press Premises				72	1,71,765	3	9			
		„ Investment of Superannuation Fund				10	37,500	0	0			
		„ Do. of Employés' Securities				10	2,250	0	0			
		„ Lawrence Asylum Press, Ootacamund Branch, Account				7	98	13	5			
		„ Deposit with Tender (Agent and Manager, Madras Railway Company)				7	2,000	0	0			
		„ Reserve Deposit in Government Promissory Notes				14	30,000	0	0			
		„ Personal Ledger Accounts					60,668	9	2			
							5,30,443	13	3			
		Rupees								5,55,225	6	3

1902.			L. F.	Rs.	A.	P.	Rs.	A.	P.
Jan.	1	By Assets at this date:—							
				Rs.	A.	P.			
		„ Cash and Drafts on hand		1,260	1	2			
		„ With Bank of Madras		3,145	7	0	4,405	8	2
		„ Contingent Advance on hand					500	0	0
		„ Stamps, &c., on hand:—					188	9	6
		„ Postage Stamps		173	11	9			
		„ Post-cards printed		7	13	9			
		„ Receipt Stamps		7	0	0			
				188	9	6			
		„ Stock on hand:—					2,08,407	12	6
		„ Dead Stock Plant		1,74,503	9	9			
		„ Furniture, &c.		4,566	6	11			
		„ Stationery, Printing and Writing		28,221	2	5			
		„ Stores in use in Departments		108	7	1			
		„ War Office Forms and Books		848	11	4			
		„ District Municipal Forms and Books		159	7	0			
				2,08,407	12	6			
		By Press Premises					1,72,457	8	4
		„ Investment of Superannuation Fund					36,828	8	1
		Do. of Employés' Securities					2,750	0	0
		„ Lawrence Asylum Press, Ootacamund Branch Account					716	15	6
		„ Deposit with Tender (Agent and Manager, Madras Railway)					2,122	12	8
		„ Fixed Deposit					25,000	0	0
		„ Personal Ledger Accounts					62,736	2	2
							5,16,113	12	11
		By Amount transferred as per G. O. No. 567 dated 18th Sept. 1902.							
		„ Amount due by Miss M. Linsell Rs. 100 0 0							
		„ Do Bombay Cycle Agency „ 30 0 0					130	0	0
		„ Interest on the Deposit of Madras Railway					210	0	0
		„ Interest on Fixed Deposit					875	0	0
		„ Stock					2	4	0
		„ Investment of Superannuation Fund					671	7	11
		„ Press Premises					156	0	0
							5,18,158	8	10
Dec.	31	By Liabilities at this date:—					9,750	9	9
		„ Sundries (Employés' Securities)—							
		„ Mr. C. Annamalay Mudaliar				12	1,000	0	0
		„ „ C. Lutchmiah Naidu				12	400	0	0
		„ „ O. Moonusawmy Chetty				12	400	0	0
		„ „ C. Singaravaloo Moodally				13	250	0	0
		„ „ Kistnasawmy Naidu				13	200	0	0
		„ Sundries (Contractors' Securities)—							
		„ Messrs. V. Perumall Chetty & Sons				11	265	0	0
		„ Mungapathy Naidu				11	25	0	0
		„ H. Mahomed Ghose & Co.				11	25	0	0
		„ Mr. Periasawmy Naiker				11	25	0	0
		„ Sundries (for Stock purchased)—							
		„ Messrs. John Dickinson & Co., (Paper account)				381	4,464	8	7
		„ „ Dymes & Co., Madras S/A				390	303	10	6
		„ „ V. Perumall Chetty & Sons S/A				389	309	13	4
		„ Wiele and Klein S/A				454	21	0	0
		„ Mr. Mungapathy Naidu S/A				454	97	0	0
		„ C. Periasawmy Naicker S/A				455	341	6	10
		„ Proceeds on sale of Books				67	481	8	0
		„ Personal Ledger Accounts				83	1,141	10	6
							9,750	9	9
							5,27,909	2	7
		By Balance					27,316	3	8
						Rupees...	5,55,225	6	3

(Signed) C. ANNAMALAY MUDALIAR,
Accountant, L. A. Press, Madras.

(Signed) R. HILL,
One of the Agents to the Trustees,
L. A. Press, Madras.

Dr. **Head Office.—Profit and Loss Account for 1902.** *Cr.*

1902.		EXPENDITURE.	L. F.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	To Stock:—	...	...	...	...	3,03,862	15	1
		„ Balance of Stock on hand on 31st December 1901	73	2,08,410	0	6			
		„ Types, and Machines purchased during the year	42	19,594	3	3			
		„ Stores from England purchased during the year	39	10,787	4	1			
		„ Stores and Stationery, English and Country, purchased in the Country during the year	41	63,745	2	6			
		„ Purchase of Petty Europe articles in the Country during the year	43	78	5	0			
		„ Do. Country do. do. do.	44	151	10	3			
		„ Packing Materials purchased	50	575	4	0			
		„ Contingencies—Teakwood	58	521	1	6			
				3,03,862	15	1			
			Rs. A. P.						
		To Working Expenses:—	...	...	...	...	61,284	1	9
		Establishment	...	48,936	3	3			
		Superintendent and Deputy Superintendent	18	5,767 11 10					
		Account and Store Departments	18	5,089 15 4					
		Composing Department	19	15,970 11 11					
		Examining Department	20	2,550 2 8					
		Press and Machine Department	21	9,392 5 6					
		Binding and Ruling Department	22	6,325 4 10					
		Type Foundry and Stereo Department	23	1,840 1 3					
		Carpenters'	24	656 13 10					
		Mechanic, Fitter and Hammerman	25	417 4 9					
		Servants	26	925 11 4					
				48,936 3 3					
		Overtime:—							
		Composing Department	28	489 9 4			2,586	13	9
		Examining Department	33	72 4 1					
		Press and Machine Department	29	711 3 7					
		Binding and Ruling do.	30	1,069 6 1					
		Type Foundry	32	215 10 9					
		Mechanic, Fitter and Hammerman	32	2 9 2					
		Servants	34	10 5 3					
		Carpentry	31	15 13 6					
				2,586 13 9					
		To Contingencies:—							
		Repairs to Buildings	47	1,032 9 2			9,761	0	9
		Do. to Machines	47	23 10 0					
		Coolies and Cart hire	49	803 2 6					
		Coal	50	12 9 0					
		Firewood for Engine and Stereo	51	1,882 12 0					
		Postage	53	199 15 6					
		Receipt Stamps	54	20 14 0					
		Telephone Charges	55	225 0 0					
		Taxes	55	1,461 6 0					
		Insurance	56	1,079 11 0					
		Lighting Charges	56	182 11 9					
		Audit Fee	57	300 0 0					
		Advertisement	51	7 9 3					
		Office Expenses	60	734 14 11					
		Law Charges	58	64 4 6					
		Discount and Commission	3	53 3 3					
		Stationery supplied to different Departments	16	152 3 11					
		Commission paid in purchasing Government Pro-Notes	30	49 0 6					
		New Superintendent's Travelling Expenses, &c.	17	1,175 7 6					
		Illuminating and Decorating Expenses	...	300 0 0					
				9761 0 9			61,284	1	9
		To Allowances:—							
		Compiling Almanacs	36	...	...	...	921	8	4
		Deductions for disputed Bills	37	...	...	...	3,598	8	4
		Pensionary charges	35	...	...	...	1,664	2	8
							3,71,331	4	2
		Depreciation allowed on Press Premises	75	...	...	...	1,138	9	7
							3,72,469	13	9
		To Balance (Gross Profit)		...	...	...	51,117	8	11
							4,23,587	6	8
		„ Contribution to the Lawrence Asylum	96	23,000	0	0			
		„ Work done gratis for the Principal and Secretary, Lawrence Asylum	96	479	13	10			
		„ Bad debts	...	321	7	5			
							23,801	5	3
		Balance (Net Profit)	...	...	...	...	27,316	3	8
			Rupees ...	...	...	...	51,117	8	11

1902.		INCOME.	L. F.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	By Value of outturn in Printing Department	61	...	...	...	39,948	10	11
		„ Do. Binding Department	62	...	...	...	6,845	9	0
		„ Do. Miscellaneous	68	...	...	...	594	3	8
		„ Commission realised on sale of Books	67	366	11	5			
		„ Lithography	57	8	2	0			
		„ Petty Balance	100	59	4	5	434	1	10
		„ Stock—	...	...	...	...	1,48,894	10	1
		Printing Stationery	62	12,929	4	11			
		Writing do.	64	397	2	9			
		Almanacs	64	4,377	6	1			
		Do. Pocket	69	64	12	0			
		Do. Sheet	68	102	9	8			
		Civil Lists	65	5,187	8	8			
		History of Services of Gazetted Officers	69	1,169	8	0			
		War Office Forms	65	2,444	2	11			
		Do. Books	66	450	4	8			
		Plant, Types, etc.	71	2,234	7	1			
		Packing	70	1,209	7	3			
		Stereo Blocks	63	1,027	6	9			
		Madras Railway Contract	70	1,05,162	3	9			
		District Municipal Forms and Books	72	12,138	5	7			
				1,48,894	10	1			
		Interest on Fixed Deposit	8	875	0	0			
		„ on the Deposit of Madras Railway	8	41	1	11			
		„ on Government Pro-Notes	9	576	11	9			
		Discount on Government Pro-Notes	14	438	12	0	1,931	9	8
		„ Rents	39	610	0	0			
		„ Interest from Pension Fund	...	1,309	3	6	1,919	3	6
		„ Stock on hand—	...	...	...	...	2,23,019	6	0
		Dead Stock Plant	...	1,91,328	14	11			
		Furniture	...	4,430	6	6			
		Stationery	...	17,406	8	6			
		Stores	...	9,282	3	11			
		War Office Forms and Books	...	175	15	11			
		District Municipal Forms and Books	...	395	4	3			
				2,23,019	6	0			
							4,23,587	6	8
		Balance (Gross Profit)	...	...	...	...	51,117	8	11
			Rupees ...	...	...	...	51,117	8	11

(Signed) C. ANNAMALAY MUDALIAR,
Accountant, L. A. Press, Madras.

(Signed) R. HILL,
One of the Agents to the Trustees,
L. A. Press, Madras.

Dr.

Head Office.—Abstract of the Cash Account for 1902.

Cr.

Date.		PARTICULARS.	Ledger Folio.	Amount as per Cash Book. Rs.	A.	P.	Amount as per Contingent Book. Rs.	A.	P.	Total. Rs.	A.	P.
1902.		RECEIPTS.										
Jan.	1	To Fixed Deposit		...	...	...	...	...	...	25,000	0	0
		To Balance on hand—										
		Cash and Drafts		1,260	1	2	500	0	0			
		With Bank of Madras		3,145	7	0	...	...	...			
				4,405	8	2	500	0	0	4,905	8	2
Dec.	31	To Total Receipts in the year—		...	...	...	...	...	...	2,02,518	14	11
		Sale of Books on Commission		3,081	6	7						
		Lawrence Asylum Press, Ooty Branch, Account		1,412	7	7						
		Interest on the Deposit of Madras Railway... ...		251	1	11						
		Do. realized on Pension Fund		1,309	3	6						
		Do. Employés' Securities		93	12	0						
		Do. on Fixed Deposit 875 0 0										
		Do. on Govt. Pro. Note 803 2 8	...	1,678	2	8						
		Collection with Bills		1,88,287	3	4						
		Do. without Bills		4,740	3	5						
		Cash Sales		421	5	9						
		Discount and Commission		2	11	1						
		Rent		690	0	0						
		Stationery		85	6	0						
		Balance returned from Reserve Fund		7	13	8						
		Tenders with Deposits for supply of Articles. ...		420	0	0						
		Establishment—										
		Composing 17 5 9										
		Press and Machine ... 16 2 1										
		Binding and Ruling ... 2 9 5										
		Type Foundry and Stereo ... 0 4 0	...	36	5	3						
		Overtime :—										
		Composing 0 15 4										
		Binding and Ruling ... 0 12 10	...	1	12	2						
				2,02,518	14	11						
		Carried over ...	...	...	...	...	...	...	...	2,32,424	7	1

Date.		PARTICULARS.	Ledger Folio	Amount as per Cash Book. Rs.	A.	P.	Amount as per Contingent Book. Rs.	A.	P.	Total. Rs.	A.	P.	Grand Total. Rs.	A.	P.
1902		DISBURSEMENTS.													
Dec.	31	By Working Expenses:—	...	...	...	...	...	...	...	...	...	...	61,680	8	10
		Establishment:—													
		Superintendent and Deputy Superintendent 5,767 11 10													
		Account and Store 5,089 15 4													
		Composing 15,988 1 8													
		Examining 2,543 11 5													
		Press and Machine 9,408 7 7													
		Binding and Ruling 6,327 14 3													
		Type Foundry and Stereo ... 1,840 5 3													
		Carpentry 656 13 10													
		Blacksmith 417 4 9													
		Servants 925 11 4													
				48,966	1	3	...	48,785	10	5	180	6	10	48,966	1	3
		Overtime:—													
		Composing 491 1 0													
		Examining 72 4 1													
		Press and Machine 711 11 2													
		Binding and Ruling 1,070 2 11													
		Type Foundry and Stereo ... 215 10 9													
		Carpentry 15 13 6													
		Blacksmith 2 9 2													
		Servants 10 5 3													
				2,589	9	10	...	2,554	14	8	34	11	2	2,589	9	10
		Allowances:—													
		Compiling Almanacs	...	808	3	2	103	5	2	911	8	4			
		Contingencies:—													
		Repairs to Buildings 1,064 10 2													
		,, to Machines 23 10 0													
		Coolies and Cart hire 807 13 0													
		Coal 12 9 0													
		Firewood for Engine and Stereo, &c. 1,785 12 0													
		Advertisement... ... ... 159 12 3													
		Postage and Receipt Stamps ... 876 1 9													
		Telephone charges 225 0 0													
		Taxes and Insurance 2,541 1 0													
		Lighting charges 210 2 6													
		Law charges 64 4 6													
		Office expenses 786 10 11													
		Discount and Commission ... 55 14 4													
		Audit Fee 300 0 0													
		Expenses of Illuminating and Decorating Press Premises 300 0 0													
				9,213	5	5	...	7,166	15	5	2,046	6	0	9,213	5	5
								59,315	11	8	2,364	13	2	61,680	8	10
		By Other Payments:—	...	...	...	...	...	...	...	...	...	...	33,656	3	7
		Passage, &c., for new Superintendent ...	...	1,160	7	6	15	0	0	1,175	7	6			
		Pensionary Charges	...	1,664	2	8	...	...	...	1,664	2	8			
		Lawrence Asylum Press, Ootacamund Branch, Account	...	88	0	0	440	8	10	528	8	10			
		Lawrence Asylum contribution	...	23,000	0	0	...	...	...	23,000	0	0			
		Sale of Books on Commission	...	3,145	2	11	4	5	6	3,149	8	5			
		Interest on Employés' Securities	...	50	0	0	36	12	0	86	12	0			
		Tenders with Deposit for supply of articles ...	..	420	0	0	...	...	...	420	0	0			
		Payments on Parties' Account	...	1,279	8	11	2,061	14	3	3,341	7	2			
		Press Premises	...	290	5	0	...	...	..	290	5	0			
				31,097	11	0	2,558	8	7	33,656	3	7			
		Carried over ...	...	...	...	...	...	...	...	...	...	...	95,336	12	5

Dr.

Head Office.—Abstract of

Date.		PARTICULARS.	Ledger Folio.	Amount as per Cash Book. Rs.	A.	P.	Amount as per Contingent Book. Rs.	A.	P.	Total. Rs.	A.	P.
1902.		RECEIPTS—(*Continued.*)										
Dec.	31	Brought over		...	...	...	...	...	...	2,32,424	7	1
		Rupees ...		...	...	...	...	...	...	2,32,424	7	1

(Signed) C. ANNAMALAY MUDALIAR,
Accountant, L. A. Press, Madras.

the Cash Account for 1902—(*Continued*).

Cr.

Date.		PARTICULARS.	Ledger Folio.	Amount as per Cash Book. Rs.	A.	P.	Amount as per Contingent Book. Rs.	A.	P.	Total. Rs.	A.	P.	Grand Total. Rs.	A.	P.
1902.		DISBURSEMENTS—(*Continued*).													
Dec.	31	Brought over		...	...	...	...	...	...	...	...	...	95,336	12	5
		By PAYMENT ON ACCOUNT OF STOCK:—		...	...	...	...	...	...	...	...	...	1,04,162	10	2
		Types and Machine, &c.		15,536	8	6	93	5	0	15,629	13	6			
		Stores from England with Exchange ...		17,421	2	4	...	...	...	17,421	2	4			
		Stationery and Stores, English and Country..		68,596	11	6	337	5	9	68,934	1	3			
		Packing Materials		589	2	0	...	...	...	589	2	0			
		CONTINGENCIES:—													
		Teakwood		519	14	4	...	...	...						
		Customs Duty		626	5	10									
		Landing charges		324	0	11									
		Lithographs		118	2	0	...	...	...	1,588	7	1			
				1,03,731	15	5	430	10	9	1,04,162	10	2	1,99,499	6	7
		By Reserve Fund in Govt. Pro. Notes		...	...	...	...	...	...	...	...	...	29,844	9	1
		By BALANCE ON HAND:—													
		„ Cash and Drafts		1,036	13	2	500	0	0	1,536	13	2			
		„ Balance with Bank of Madras		1,543	10	3	...	...	...	1,543	10	3	3,080	7	5
		Rupees		...	...	...	...	...	...	...	...	...	2,32,424	7	1

(Signed) R. HILL,
One of the Agents to the Trustees,
L. A. Press, Madras.

Dr. **Ootacamund Branch.—Balance Sheet or Account for 1902.** *Cr.*

1902.			Rs.	A.	P.	L. F.	Rs.	A.	P.	Rs.	A.	P.
January.	1	To LIABILITIES AT THIS DATE:—								718	1	0
		Lawrence Asylum Press, Madras					716	15	6			
		Personal Ledger Accounts					1	1	6			
							718	1	0			
Dec.	31	To ASSETS AT THIS DATE:—								21,391	3	6
		Cash on hand	1	3	2							
		With Bank of Madras, Ootacamund	3,438	8	10	11	3,439	12	0			
		Contingent Advance				5	43	3	3			
		Postage Stamps on hand				9	0	8	0			
		STOCK ON HAND:—										
		Plant, &c., Dead Stock	14,579	4	5							
		Stationery—Printing	706	14	1							
		„ Writing	124	7	3		15,410	9	9			
		Personal Ledger Accounts					2,497	2	6			
							21,391	3	6			
		Rupees								22,109	4	6

1902.			L. F.	Rs.	A.	P.	Rs.	A.	P.
January.	1	BY ASSETS AT THIS DATE:—					18,581	14	8
		Cash on hand							
		With Bank of Madras, Ootacamund	9	2,755	11	6			
		Contingent Advance	5	10	9	9			
		Postage Stamps on hand	5						
		Receipt Stamps	6	1	15	6			
		STOCK ON HAND:—							
		Plant, &c., Dead Stock							
		Stationery:—Printing							
		Do. Writing		13,923	2	7			
		Personal Ledger Accounts		1,890	7	4			
				18,581	14	8			
		Amount advised in H. O. Letter No. 120, dated 13th November 1902, as per G. O. No. 567, dated 18th September 1902, para. 6 of the Audit Report					3,000	0	0
Dec.	31	BY LIABILITIES AT THIS DATE:—					351	7	11
		Lawrence Asylum Press, Madras		98	13	5			
		Personal Ledger Accounts		252	10	6			
				351	7	11			
							21,933	6	7
		By Balance (Net Profit)					175	13	11
		Rupees					22,109	4	6

(Signed) W. J. WRIGHT,
Secretary,
L. A. Press, Ootacamund Branch.

Dr. **Ootacamund Branch.—Profit and Loss Account for 1902.** *Cr.*

1902.		EXPENDITURE.	L. F.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	To Stock :—	...	...	...	...	17,887	12	6
		Rs. A. P.							
		Balance of Stock on hand on 31st Dec. 1901—							
		Plant, &c., Dead Stock 13,225 3 3							
		Stationery—Printing 509 11 9							
		Do. Writing 188 3 7	...	13,923	2	7			
		Plants, Dead Stock, &c., received during the year ...	18	2,304	11	11			
		Stationery and Stores (Printing and Writing) do. ...	7	1,645	8	0			
		Railway Fare, Cooly and Packing Materials do. ...	5	14	6	0			
				17,887	12	6			
		To Working Expenses		...	...	...	9,445	14	3
		Establishment—							
		Account and Store Department	1	1,485	0	0			
		Composing do.	2	3,054	8	1			
		Examining do.	...	445	9	7			
		Press and Machine do.	3	1,131	5	4			
		Binding and Ruling do.	...	565	0	1			
		Servants	4	309	0	0			
		Overtime :—							
		Composing Department	16	94	13	5			
		Examining do.	17	14	13	2			
		Press and Machine do.	16	19	3	10			
		Binding and Ruling	17	2	15	10			
		Receipt Stamps	9	8	15	0			
		Postages	9	25	11	6			
		Secretary's allowance...	1	1,274	10	8			
		Rent of premises	4	600	0	0			
		Office expenses	6	189	3	9			
		Audit fees	19	200	0	0			
		Warm clothing for peons	10	25	0	0			
				9,445	14	3			
		To Deductions for disputed Bills	11	...	...	...	9	8	11
							27,343	3	8
		To Balance (Gross Profit)		...	...	...	3,376	15	11
							30,720	3	7
		To Contribution to Lawrence Asylum	10	3,000	0	0			
		„ Principal and Secretary, Lawrence Asylum, for work done gratis	32	201	2	0	3,201	2	0
		„ Balance (Net Profit)	...	...	...	...	175	13	11
		Rupees		...	...	...	3,376	15	11

1902.		INCOME.	L. F.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	By Presses	...	...	...	...	12,089	2	2
		Printing	12	11,757	4	11			
		Die Press	15	103	5	6			
		Card Press	14	79	6	0			
		Miscellaneous	15	149	1	9			
				12,089	2	2			
		By Binding	12	...	...	...	1,590	8	0
		Stock	...	...	...	...	1,629	15	8
		Stationery, Printing	13	1,228	2	2			
		Do. Writing	...	173	4	6			
		Binding Materials	14	227	7	0			
		Packing	19	1	2	0			
				1,629	15	8			
		By Balance of Stock on hand at this date :—		...	...	...	15,410	9	9
		Plant Dead Stock, etc.		14,579	4	5			
		Stationery—Printing		706	14	1			
		Do. Writing		124	7	3			
				15,410	9	9			
		By Balance (Gross Profit)		...	...	...	3,376	15	11
		Rupees		...	...	...	3,376	15	11

(Signed) W. G. WRIGHT,
Secretary,
I. A. Press, Ootacamund Branch.

Dr.

Ootacamund Branch.—Abstract

Date.		PARTICULARS.	Ledger Folio.	Amount as per Cash Book. Rs.	A.	P.	Amount as per Contingent Book. Rs.	A.	P.	Total. Rs.	A.	P.
1902.		RECEIPTS.										
Jan.	1	To Balance on hand		...	...	...	...	...	...	2,766	5	3
		Cash and Drafts		6	8	0	10	9	9			
		With Bank of Madras, Ootacamund...		2,749	3	6	...	...	...			
				2,755	11	6	10	9	9			
Dec.	31	To Total Receipts in the year:—		...	...	...	...	...	...	14,795	1	7
		Cash Sales		44	11	0						
		Collection with Bills		14,369	4	9						
		Do. without Bills		376	13	10						
		Lawrence Asylum Press, Madras		4	4	0						
				14,795	1	7						
		Rupees								17,561	6	10

of Cash Account for 1902.

Cr.

Date.		PARTICULARS.	Ledger Folio.	Amount as per Cash Book. Rs.	A.	P.	Amount as per Contingent Book. Rs.	A.	P.	Total. Rs.	A.	P.	Grand Total. Rs.	A.	P.
1902.		DISBURSEMENTS.													
Dec.	31	By Working Expenses:—		...	...	...	...	...	...	...	...	...	9,304	2	4
		Establishment:—													
		Secretary's Allowance		1,186	10	8	...	...	...	1,186	10	8			
		Account and Store		1,485	0	0									
		Composing		3,054	8	1									
		Examining		432	11	2									
		Press and Machine		1,131	5	4									
		Binding and Ruling... ...		565	0	1									
		Servants		309	0	0									
				6,977	8	8				6,977	8	8			
		Overtime:—													
		Composing		94	13	5									
		Examining		14	13	2									
		Press and Machine		19	3	10									
		Binding and Ruling ...		2	15	10									
				131	14	3				131	14	3			
		Rent of Premises		...	...	...	...	...	...	600	0	0			
		Postage on letters		...	...	...	...	...	...	32	8	0			
		Receipt Stamps		...	...	...	...	...	...	7	8	0			
		Current Expenses		93	12	6	49	4	3	143	0	9			
		Warm clothing for peons		22	0	0	3	0	0	25	0	0			
		Audit fee		200	0	0	...	...	...	200	0	0			
				9,211	14	1	92	4	3	9,304	2	4			
		By Other Payments:—		...	...	...	...	...	...	...	...	...	4,448	6	9
		Lawrence Asylum Press, Madras		1,368	14	7	...	...	...	1,368	14	7			
		Lawrence Asylum contribution		3,000	0	0	...	...	...	3,000	0	0			
		Payments on Parties' Account		...	...	...	79	8	2	79	8	2			
				4,368	14	7	79	8	2	4,448	6	9			
		By Payments, on account of Stock:—		...	...	...	...	...	...	...	...	...	325	14	6
		Merchandise purchased		208	11	0	34	1	0	242	12	0			
		Railway Fare, etc.		...	...	...	14	6	0	14	6	0			
		Types, Machines, etc.		47	13	6	20	15	0	68	12	6			
				256	8	6	69	6	0	325	14	6			
													14,078	7	7
		By Balance on hand		...	...	...	...	...	...	...	...	...	3,482	15	3
		Cash and Draft...		1	3	2	43	3	3	44	6	5			
		With Bank of Madras, Ootacamund		3,438	8	10	...	...	...	3,438	8	10			
				3,439	12	0	43	3	3	3,482	15	3			
		Rupees		...	...	...	...	...	...	...	...	...	17,561	6	10

(Signed) W. G. WRIGHT,
Secretary,
L. A. Press, Ootacamund Branch.

Ootacamund Lawrence Asylum.

12

From

The PRINCIPAL and SECRETARY,

LAWRENCE ASYLUM.

Ootacamund, Nilgiris, 13th June 1903.

To

The Director

of Public Instruction.

Madras

Sir.

I have the honor to forward, per Registered Post, three Copies of the Report on the working of the two Presses for 1902.

I have the honor to be

Sir

Your most obed.t Servt.

Jno. Wm. Atkinson

Principal Secretary.

DIRECTOR OF PUBLIC INSTR.
RECEIVED
15 JUN 1903
O. No. 4425
MADRAS.

N. Ref on c. No 4425 of 03 dated 16th June 1903.

Submitted to Government.

G H Stuart
Director of Public Instruction.

[E. 3]
1,000—5-12-02.

EDUCATIONAL DEPARTMENT.

13

13

READ AGAIN G.O., No. ....., dated 190

" " " " ....., " 190

READ ALSO:—

C. No. 962, From the D. P. I., NRC No. 4425, dated 16th June 1903.

" " ....., " " ....., " ....., " 190

" " ....., " " ....., " ....., " 190

ORDER No. 309, dated 25-6-1903.

Mis.

Recorded.
A/C.
24.6.03

P/3
23/6/3

SDM / A 24.6.03

Ru
22/6/3

Issue.
A/C 25.6.03

Do.

Ru D. P. I. Dept 1/7/3
to A.G. Dept 8/7/3

When given for copying ——
When copied ——
When examined ——
When signed ——
} 190 .

READ AGAIN G.O , No. , DATED
190 .

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