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[Despatch Abstract.]

Accounts of the Lawrence Asylum
Press, Madras.

Passing orders on the report on
the audit of the — for the year 1896

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20.11.97

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} 1897.

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G.O., No. 661, 20th November 1897.

NOVEMBER.

Accounts of the Lawrence Asylum Press, Madras.

Passing orders on the report on the audit of the — for the year 1896.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper:—

From F. C. HARRISON, Esq., Officiating Accountant-General, to the Secretary to Government, Educational Department, dated Fort St. George, 7th September 1897, No. 2758.

I have the honour to forward herewith the audit report of Mr. J. O. B. Power on the audit of the accounts of the Lawrence Asylum Press, Madras, for the year 1896, and to state that I have no remarks to offer thereon.

ENCLOSURES.

From J. O. B. POWER, Esq., Chief Superintendent, in charge of outside Audits, to the Officiating Accountant-General, Madras, dated 7th September 1897.

I have the honour to submit the following report on the audit of the accounts of the Lawrence Asylum Press at Madras for 1896.

2. The cash abstract, or the statement of receipts and expenditure of the Press for 1896, is appended, marked A.

3. *Receipts*.—The total receipts during the year amounted to Rs. 1,61,771-6-0 against Rs. 1,43,964-7-9 during the previous year. The collections in the year on account of work turned out, including cost of materials used, amounted to Rupees 1,37,465-6-11, of which Rs. 29,393-6-1 appertained to previous years.

4. The disbursements during the year aggregated Rs. 1,76,233-9-0 against Rs. 1,57,127-7-9 during 1895. The usual comparative statement showing the increase, Rs. 19,106-1-3, is given below:—

Disbursements.	1895.	1896.	Increase.	Decrease.
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
Working expenses	53,460 11 10	59,208 11 2	5,747 15 4	..
Stock purchased	61,839 5 3	81,516 12 6	19,677 7 3	..
Boarding, outfit, &c., of apprentices	1,926 12 6	915 10 3	..	1,011 2 3
Contribution to Lawrence Asylum, Ootacamund.	12,500 0 0	15,000 0 0	2,500 0 0	..
Miscellaneous	27,400 10 2	19,592 7 1	..	7,808 3 1
Total ..	1,57,127 7 9	1,76,233 9 0	27,925 6 7	8,819 5 4
Net increase ..	..	..	* 19,106 1 3	..

5. The most important items that contributed to the increase under "Working expenses" are—

(1) Donation of Rs. 2,100 to the Secretary (G.O., No. 701, Educational, dated 22nd October 1896).

(2) Charges amounting to Rs. 1,530 on account of advertising the sale or the lease of the Press.

(3) Increases of about Rs. 1,100 under establishment and of about Rs. 800 under municipal taxes (see paragraph 13 below).

The increase under "Stock purchased" was due to larger quantities of stationery purchased on account of work executed for the Madras Railway.

6. In the course of the review of the fair contingent account, it was found that a number of advances had been made to the Press employes on account of their salaries. The practice was objected to * in connection with the last audit of the accounts of the Ootacamund Lawrence Asylum and should also be discontinued in the case of the Press at Madras.

7. There is an unrecorded rule of the Press that all payments of amounts exceeding Rs. 20 should be made by cheques. This rule has not been observed in some cases and should be strictly enforced in future.

8. Mr. Plumbe, Superintendent of the Press, was granted an honorarium of Rs. 250 for compiling the Press almanacs and another of Rs. 150 for writing the "Retrospect for 1895," published in the Asylum Press Almanac for 1896. Such additional emoluments given to a Government officer in Mr. Plumbe's position would require to be previously sanctioned by the local Government under article 93 (1) of the Civil Service Regulations.

9. Income-tax deductions made from salaries of the employes of the Press are separately noted in a register and remitted to the Collector of Madras. On going through the register, I found that the honoraria to Mr. Plumbe, referred to above, and the special allowance of Rs. 2,100 granted to Mr. Firth under G.O., No. 701, dated the 22nd October 1896, were not included in that book. As these payments are of the nature of increases to the two officers' salaries, they are taxable under part I of schedule II of the Income Tax Act and the tax should therefore have been deducted therefrom at the time of payment.

10. The charges on account of establishment in 1896 amounted to Rupees 46,880-9-5 against Rs. 45,764-2-6 in 1895. Statement B appended shows, for purposes of comparison, the details of the cost of the different branches of the Press establishment for 1895 and 1896.

11. The pensionary charges for the year amounted to Rs. 2,673-4-10 against Rs. 2,828-11-10 for 1895. Of the former, Rs. 2,464-5-9 was paid during the year, besides Rs. 233-1-5, the arrears of December 1895, the balance of Rs. 208-15-1 being paid in 1897.

12. The debit balance under "Interest from Superannuation Fund" account rose from Rs. 4,610-10-8 on the 1st of January 1896 to Rs. 6,629-5-9 on the 31st of December 1896.

13. The taxes paid amounted to Rs. 1,826-4-0 against Rs. 990-0-8 in 1895, owing to the payment, during the year, of municipal taxes for the half-year ended the 30th September 1895 in addition to the taxes for the half-years commencing 1st April and 1st October 1896.

14. The amount paid for stock purchased was Rs. 76,237-10-0 in 1896 against Rs. 50,776-13-1 in 1895, exclusive of exchange on Europe articles.

15. The loss in English exchange amounted to Rs. 5,279-2-6 against Rupees 11,062-8-2 in the previous year and Rs. 17,244-10-5 in 1894.

16. *Store Accounts*. *—The audit of these was confined to only 5 per cent. of their entries. The depository and general stores ledgers appear to have been somewhat carelessly prepared.

As in the case of articles of stationery nearly resembling each other, the issues were somewhat indiscriminately made one for the other. The consequence of this was

that in the stock ledger, under one or the other of the accounts thus affected, the total of issues at the end of the year was in excess of the receipts. In the stock list for 1896 the quantities of such articles have been combined and shown under one denomination, the value taken being that of only one of the articles thus grouped together.

It is evident, therefore, that the valuation adopted for the stock list can only be approximate and not strictly accurate—a fact which emphasises the necessity for a very early stock-taking of the Press materials and stores as directed by Government in paragraph 2 of their Order, No. 110, Educational, of the 24th February 1897.

17. The balance sheet of the Press for 1896 is given below :—

Assets.	Amounts.	Liabilities.	Amounts.
	RS. A. P.		RS. A. P.
Assets on the 31st December 1896		Accumulated profits to 1st January 1896.	
Cash in hand and in the Bank ..	7,605 12 11		4,96,153 5 4
Government securities, &c. (nominal value Rs. 39,350)	38,678 8 1	Liabilities on the 31st December 1896.	
Other items	4,62,642 6 11		21,192 9 11
Profit and loss	8,419 3 4		
Total ..	5,17,345 15 3	Total ..	5,17,345 15 3

18. The following are the details of "Other items" under assets, amounting to Rs. 4,62,642-6-11, above referred to :—

Value of stock	RS. A. P.
Do. Press premises	2,27,665 10 10
Outstandings—Personal accounts	1,73,308 8 10
Lawrence Asylum Press Branch No. I Account	43,813 0 10
Do. do. „ II do.	8,700 0 0
Interest account, employes' securities	152 15 6
Do. Pension fund	34 4 6
Deposit with the Madras Railway Company	6,629 5 9
Rents	2,122 12 8
Postage and receipt stamps in hand	154 0 0
	61 12 0
Total ..	4,62,642 6 11

19. The outstandings on the 31st December 1896 were Rs. 43,813-0-10 against Rs. 44,166-8-2 on the 31st December 1895. Of the former, Rs. 30,067-10-6 were partly recovered or adjusted up to the 16th of August 1897, leaving Rs. 13,745-6-4 still to be recovered, as shown below :—

Dues of 1896	RS. A. P.
Dues of 1895	5,938 9 10
Dues of 1894 and previous years	2,586 6 6
	5,220 6 0
Total ..	13,745 6 4

There was an improvement during the year in the matter of recoveries on account of past dues as compared with the previous year. The dues of 1895 having been reduced from Rs. 7,360-0-4 to Rs. 2,586-6-6 and those of 1894 and previous years from Rs. 7,207-2-8 to Rs. 5,220-6-0.

20. The sum of Rs. 2,27,665-10-10 shown above as the value of stock includes Rs. 5,592-12-8 (against Rs. 5,610-8-8 on the 31st December 1895) on account of the old War Office forms, their sales, during 1896, having amounted only to Rs. 17-12-0. The bulk of them, therefore, remain undisposed of.

21. The liabilities of the Press at the end of the year were made up as follows :—

	RS. A. P.
Interest from employes' securities	36 2 7
Employes' securities	1,850 0 0
Personal ledger account	5,991 2 11
Impersonal accounts	10,394 15 9
Stock supply account	2,880 1 0
Suspense account	40 3 8
Total ..	21,192 9 11

The sum of Rs. 40-3-8 has been shown under "Suspense account" since December 1895. Steps should be taken for its early adjustment.

22. The difference between the total assets and liabilities represents the net capital or the amount of profits accumulated from year to year, which, according to the foregoing figures, was Rs. 4,87,734-2-0 on the 31st December 1896, against Rs. 4,96,153-5-4 on the 31st December 1895, and the difference of Rs. 8,419-3-4 between these figures represents the result of the transactions of the year, which, in the present case, is a loss, as will be seen from the following abstract of the profit and loss account made out by the Press :—

Expenditure.	RS. A. P.	Income.	RS. A. P.
Working expenses	54,530 11 3	Printing and binding work	48,469 0 7
Maintenance and education of apprentices	711 11 8	Books, periodicals and forms printed including stationery	92,439 4 6
Pension payments	2,673 4 10		1,40,908 5 1
Amount written back	637 0 9	Less cost of materials issued from stock	76,452 13 8
			64,455 7 5
		Interest from Pension fund	654 9 9
		Deficit from Pension fund drawn from capital	2,018 11 1
		Rents	940 0 0
		Petty balances	1 1 9
		Miscellaneous	14 2 7
			68,084 0 7
		Profit on books on commission sale	1,183 11 0
		Total ..	69,267 11 7
		Deduct expenditure	58,552 12 6
		Net earnings	10,714 15 1
		Deduct—	
		Contribution, &c., to the Lawrence Asylum	15,503 13 2
		Donation to the Press Secretary	2,100 0 0
		Advertising for sale or lease of the Press	1,530 5 3
			19,134 2 5
Total ..	58,552 12 6	Loss ..	8,419 3 4

23. The income of the year amounted to Rs. 69,267-11-7 against Rs. 73,360-8-4 in 1895. The working expenses and miscellaneous charges aggregated Rupees 58,552-12-6 against Rs. 59,527-9-4 in the previous year. This left a profit of Rs. 10,714-15-1; but the charitable contributions to the Lawrence Asylum and the extraordinary charges specified above having amounted to Rs. 19,134-2-5, the net result of the year's transactions was a loss of Rs. 8,419-3-4 to the Press.

24. A statement showing a detailed comparison of the foregoing figures with those of 1895 is appended, marked C.

25. The details of the gross value of work done and stock sold during the year, amounting to Rs. 1,52,488-6-4, against Rs. 1,47,246-12-9, are given in a statement marked D appended.

26. The total cost of work done for Government in 1896 was Rs. 13,001-2-4 against Rs. 15,870-15-0 in 1895 and Rs. 21,380-14-11 in the year previous.

27. Referring to paragraphs 2 and 3 of G.O., No. 110, Educational, dated the 24th February 1897, I beg to state that no definite arrangements appear as yet to have been made regarding (1) stock-taking of the Press materials, and (2) curtailing of the expenditure on account of pensions. As regards outstandings, the only other point to which Government have drawn attention, I understand that a detailed list is in the course of preparation, with reference to which it is expected that early steps will be taken for the collection or adjustment of outstanding amounts.

STATEMENT A.—Abstract of Cash Receipts and Expenditure of the Lawrence Asylum Press for 1896.

	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
Balance on the 1st January 1896—									
In the Bank of Madras									
In hand, in cash and drafts									
Permanent advance									
				14,475	12	11			
				7,092	3	0			
				500	0	0			
Income—									
Undisbursed pay of permanent and extra establishment refunded									
Rents									
Interest on Government securities of the Pension Fund				15	14	4			
Discount and commission				862	0	0			
Miscellaneous				654	9	9			
				14	2	7			
				3	10	11			
Capital account—									
Interest from employes' securities									
Refund of supplies and payments to Ooty Branch (No. I Account)				50	9	5			
Refund of supplies and payments to Ooty Branch (No. II Account)				1,800	0	0			
				3,300	7	2			
Personal ledger accounts—									
Books on commission sale									
Collection by bills									
Collection without bills				11,604	8	11			
Cash sales				1,30,241	1	8			
Deposit with tender for lease				6,821	14	1			
				402	7	2			
				6,000	0	0			
				1,55,069	15	10			
Disbursements.									
Working expenses—									
Establishment									
Extra work									
Postal charges				46,880	9	5			
Advertising charges				3,643	8	10			
Receipt stamps				1,208	4	6			
Rates and taxes				1,562	13	0			
Repairs to Press premises				37	13	0			
Telephone rent				1,826	4	0			
Honorarium for editing Press almanac				358	3	7			
Audit fee				150	0	0			
Discount and commission				250	0	0			
Fire insurance				200	0	0			
Fuel for engine and stores				14	12	8			
Law charges				1,250	0	0			
				1,717	4	2			
				109	2	0			
Boarding, outfit, &c., of apprentices									
Pensions									
Contribution to Lawrence Asylum				59,208	11	2			
Payments on account of Ooty Branch Press				915	10	3			
Press premises				2,701	1	1			
Interest on employes' securities				15,000	0	0			
Payments on personal accounts				335	3	6			
Payments on account of books on commission sale				142	6	5			
Deposit with tender for lease returned				41	9	5			
Payments on account of stock				1,656	3	9			
Loss in English exchange				8,715	14	11			
				6,000	0	0			
				76,287	10	0			
				5,279	2	6			
				1,76,233	9	0			
Balance on the 31st December 1896—									
In the Bank of Madras									
In hand, in cash and drafts									
Permanent advance				4,817	0	4			
				2,288	12	7			
				500	0	0			
				7,605	12	11			

STATEMENT B.—Showing details of the cost of the different Branches of the Press Establishment for 1895 and 1896. (Paragraph 10.)

	1895.	1896.	Increase.	Decrease.
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
Secretary, Superintendent and Assistant Superintendent	8,030 9 11	8,086 13 2	56 3 3	
Office establishment	3,159 12 0	3,138 7 11		21 4 1
Composing—				
Permanent establishment	16,546 1 0	17,540 14 4	994 13 4	
Piece-work	2,251 14 4	421 8 6		1,830 5 10
Printing establishment	6,152 5 3	6,784 8 11	632 3 8	
Binding	3,793 0 8	4,692 15 8	899 15 0	
Other establishment	5,270 8 9	5,455 11 9	185 3 0	
Servants and watchmen	569 0 7	517 12 9		51 3 10
Allowance to apprentices	89 0 0	47 8 0		41 8 0
Total	45,862 4 6	46,686 5 0	2,768 6 3	1,944 5 9
Net increase			824 0 6	

Note.—The figures in this statement include adjustments and therefore differ slightly from those quoted in paragraph 10 of the report.

STATEMENT C.—(Paragraph 24 of the report.)

	1896.	1895.	Increase.	Decrease.
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
Income.				
Outturn of work including books on commission sale	1,40,908 5 1	1,32,598 0 9		
Less issues from stock	76,452 13 8	64,460 2 7		
	64,455 7 5	68,137 14 2		3,682 6 9
Profits on books on commission sale	1,183 11 0	1,561 15 3		378 4 3
Rents	940 0 0	694 0 0	244 0 0	
Miscellaneous	15 4 4	135 15 1		120 10 9
Total	66,594 6 9	70,531 12 6	244 0 0	4,181 5 9
Net decrease			3,937 5 9	
Expenditure.				
Working expenses	54,530 11 3	53,462 5 2	1,068 6 1	
Expenses of maintaining and educating apprentices	711 11 8	1,977 9 10		1,265 14 2
Amount written back	637 0 9	1,258 14 6		621 13 9
Work done gratis for the Lawrence Asylum	503 13 2	521 9 10		17 12 8
Contribution to the Lawrence Asylum	15,000 0 0	15,000 0 0		
Donation to the Secretary to the Press	2,100 0 0		2,100 0 0	
Advertising for sale or lease of the Press	1,530 5 3		1,530 5 3	
Total	75,013 10 1	72,220 7 4	4,698 11 4	1,905 8 7
Net increase			2,793 2 9	
Decreased income as above				3,937 5 9
Increased expenditure as above				2,793 2 9
Total representing excess of loss for 1896 over that of 1895				6,730 8 6

STATEMENT D.—Showing details of the gross value of work done and stock sold during the year 1896. (Paragraph 25.)

	RS.	A.	P.	RS.	P.	A.
Printing and binding—						
Printing	26,729	10	10			
Binding	6,194	12	9			
Card Press	47	4	0			
Die Press	52	12	0			
Miscellaneous	15,444	9	0			
				48,469	0	7
Stock—						
Stores stationery	10,581	12	3			
Depository stationery	1,353	2	8			
Almanacs	4,648	14	4			
Civil lists	4,458	7	11			
History of services of gazetted officers	952	12	0			
War Office forms	2,069	8	3			
Do. books	1,134	0	10			
Plant, tools, furniture, &c.	48	13	0			
Charges merchandise	419	11	4			
Packing	1,111	0	11			
Postage	261	1	0			
Stores blocks	1,015	12	1			
School diary and time-table	7	0	0			
Attendance and fee register	98	0	0			
Madras Volunteer Guards scoring book	4	8	0			
Mysore Directory	11	11	3			
Madras Railway contract	64,262	15	10			
Books on commission sale	11,580	1	3			
				1,04,019	5	9
				1,52,488	6	4

ORDER—No. 661, Educational, dated 20th November 1897.

The report on the audit of the accounts of the Lawrence Asylum Press for the year 1896 will be communicated to the Agents to the Trustees of the Press for information and guidance.

2. The submission of the report on the question of curtailing the expenditure on account of pensions should be expedited.

3. The practice of granting advances of pay to employes of the press should be discontinued.

(True Extract.)

G. S. FORBES,
Secretary to Government.

To the Agents to the Trustees of the Lawrence Asylum Press.
" Director of Public Instruction, for communication to the
Committee of the Ootacamund Lawrence Asylum.
" Accountant-General.

Exd. C. M. Thumbuswamy.

Educational (1897) Department.

CURRENT No. 1071

From The Asstt General
Madras

Order.
P.S.

he. 661 of 20-11-97
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No. 2758

Dated 7th September 1897

Received 16 - 9 - 97

Registered 16th September 1897.

Enclosures —

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report of Mr J. C. B. Power,
in the Audit of the accounts
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Press, Madras for the
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The Agents to the Trustees of the L.A.P. 1
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the Committee of the Ootacamund L.A.P. 4
u. A.G.

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