

Annual Report
of
The Public Printer

Fiscal Year 1961

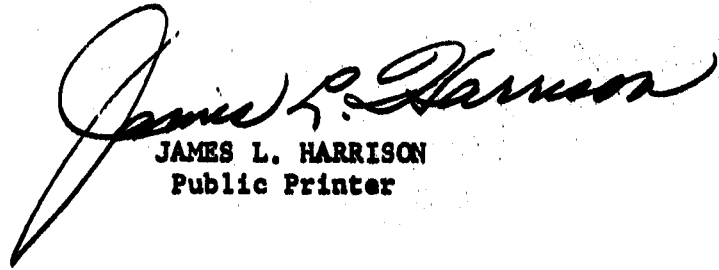
January 3, 1962

REPORT OF PUBLIC PRINTER
FISCAL YEAR 1961

The following annual report is prepared from the records of the Government Printing Office for the fiscal year 1961. During 8-1/2 months of this fiscal year the previous administration directed the operations of this Office.

When I assumed office on March 17, 1961, I found that an 8 year long economy program had brought a severe reduction in personnel with the result that service as well as building maintenance programs were in need of immediate attention. The scale for determining prices for printing and binding products had not been revised for 8 years and therefore was not in line with wage rates and other costs, resulting in a deficit of \$809,188 in printing and binding operations for the fiscal year.

During my first 3-1/2 months in office action was taken to remedy this condition as well as to relieve some deterioration of the physical plant. The basic scales are in the process of correction to insure full cost recovery and for the next fiscal year I expect to issue a report showing the Office to be on a sound, efficient, and productive basis as the result of action already taken or scheduled to be put into effect.



JAMES L. HARRISON
Public Printer

PERSONNEL DIVISION

On June 14, the Public Printer requested a review be made of the programs in each division to identify, select, and develop competent career managers. The Public Printer then approved establishment of a coordinating committee to consolidate these activities. As a result, the chairman of the committee forwarded memoranda to the heads of all divisions requesting that they submit, within 60 days from receipt of memoranda, the identity of employees they believe to have potential to become competent career managers.

The Board of U. S. Civil Service Examiners of the Office has been conducting preliminary work preparatory to announcing new examinations for Hand Compositor, Cylinder Pressman, Offset Pressman, Offset Duplicating Press Operator, Lithographic Offset Pressman, Printing Plant Worker, and Apprentice.

It was possible to meet recruitment needs in all positions with the exception of Proofreader and Monotype Keyboard Operator. Total number of 1141 employees were hired through registers maintained by our Board.

A new Medical Officer entered on duty on October 24, 1960. This official has had many years of experience in the field of industrial medicine. A number of improvements were made during the year, including the acquisition of resuscitative equipment, oxygen, parenteral fluids, and in an emergency the Medical Section is now equipped to administer blood plasma. New treatment chairs are being acquired, which will reduce waiting time.

The professional staff of six graduate nurses, one secretary-clerk, and one physician has the responsibility of care for those employees who are taken ill or are injured during their hours of employment. This privilege and responsibility has to do with a two-fold objective; first, to give to all employees prompt, courteous, and efficient medical care, the paramount objective being the interest and welfare of the individual employee; second, to cooperate and assist those responsible for production and good administration by keeping the man-hour loss from sickness and injury to a minimum.

Training of eight first-aid instructors has been conducted, from which will be formed a nucleus to teach first aid in conjunction with our Civil Defense activities.

The Blood Donor Program ended one of its most successful years; 860 pints of blood were donated by employees. As a result, the Office exceeded its quota. As recognition for this achievement,

the Office was presented a certificate, which was accepted on behalf of the Public Printer by the Chief, Employee Relations Section.

The Federal Employees' Health Benefits Act became effective on July 10, 1960, and 86 percent of our employees are covered under the plan of their choice. Also, there are a number of employees not enrolled who are covered through the enrollment of a family member.

The Appointment, Retirement, and Records Section processed 5,125 personnel actions requiring the preparation of Standard Forms 50 during the 1961 fiscal year. This was an increase of 578 over the previous year. In addition, 6,206 wage adjustments were prepared on electronic data processing equipment.

Full-time appointments for the year increased to 741 from 565 last year, while separations increased from 569 to 619. Total promotions for the year were 570, an increase of 207 over last year. Retirements totaled 239, an increase of 72 over last year.

Annual-salaried employees in salary levels comparable to Classification Act grades received a salary increase of 7.5 percent on July 10, 1960. All hourly journeymen and sub-journeymen received wage increases during the year. Employees paid a single-annual rate based on journeyman rates received a \$291.20 (14¢ an hour) increase on October 23, 1960, and an additional \$83.20 (4¢ an hour) on April 23, 1961. Other single-annual rate employees whose salaries are based on sub-journeyman rates received an increase of \$124.80 (6¢ an hour) on September 18, 1960.

Approval was received in the Fall of 1960 to appoint additional bookbinders, bindery women, compositors, linotype operators, proofreaders, and monotype keyboard operators. Because our registers for these positions did not contain sufficient eligibles to fill approved vacancies, it was decided to try paid advertising. Want ads were placed in the Detroit News, Chicago Tribune, St. Louis Post-Dispatch, Philadelphia Enquirer, and New York Times. About 175 inquiries were received as a result of these ads.

As a further recruiting aid, recruitment flyers were printed for the positions of bindery woman, bookbinder, proofreader, and monotype keyboard operator. About 5,000 each of these were distributed throughout the entire United States by the Civil Service Commission.

Under the training policy of this Office, a total of 26 separate training programs were conducted and attended by 1,108 employees in a variety of position categories. These programs consisted of both on- and off-the-job training. Employees technically qualified and familiar with the subject matter of the various programs were selected as instructors for this training.

DIVISION OF FINANCE AND ACCOUNTS

The Division of Finance and Accounts is responsible for all fiscal and legal matters. This includes the handling of finances; accounting; bookkeeping; cost recording and accounting; current cost analyses; type measurement; maintenance of accounts payable; audit of vouchers for all purchases; preparation of payrolls; computing charges for all printing and binding; blank paper, supplies, and services furnished to the various departments and agencies of the Federal Government; maintenance of accounts receivable; record keeping and billing for all goods and services furnished by the Office; collecting all monies due the Office from claims, damages, sales of Government property, and goods and services furnished to the Government; measurement of typesetting machine composition for operator averages and statistics; maintenance of the general files; and the determination and execution of traffic requirements of the Office.

The Division is also responsible for all budget work; studies in connection with rates and the scale of prices for work performed, and the current readjustment of such rates; the compilation of costs of each printing job as the work progresses through the plant; audit of payrolls; administration of the annual and sick leave laws and regulations; accounting for and preparation of reports with reference to retirement, health and life insurance deductions; preparation of financial, cost, and statistical statements and reports for the use of the Government Printing Office in general as well as the Joint Committee on Printing, the Treasury Department, the General Accounting Office, the Civil Service Commission, the Bureau of the Budget, and the Congress; the performance of all functions necessary in connection with the administrative processing of claims for and against the Government Printing Office; and the rendering of decision and the furnishing of advice with respect to the applicability of the laws.

The Division is under the supervision of the Comptroller of the Government Printing Office, and is organized as follows:

- Administrative (office of the Comptroller)
- Appropriation Accounting and Auditing
- Electronic Data Processing (and Cost Accounting)
- Payroll and Time Records
- Billing and Collecting
- Traffic
- Composition Measuring
- Computing (and General Files)

PURCHASING DIVISION

The dollar value of Purchasing Division procurement activity increased to \$56,071,712.91 from the previous year's \$54,726,848. The breakdown is as follows: Commercial printing \$29,838,054.42; paper, envelopes and cartons \$22,645,939.95; materials and supplies \$2,359,009.82; and machinery and equipment \$1,228,708.72.

The value of commercial printing went up by about \$1,750,000 while the cost of paper declined by approximately \$1,250,000.

Tonnage of paper purchased increased from 164,915,606 pounds in 1960 to 175,675,993 pounds in 1961.

The average paper inventory was 30,210,879 pounds, a decrease of 675,000 pounds from the previous year. This figure includes an average of about 2,000,000 pounds on hand awaiting release from Tests.

During the fiscal year 1961 the Stores Section handled 3,323 carloads and approximately 1,400 truckloads of paper weighing approximately 98,788 tons. In addition, 144 million envelopes and 3-1/2 million knockdown boxes or cartons were handled. Approximately 58,000 pieces of miscellaneous materials were received via Parcel Post and motor freight. This has been our busiest year since the ending of World War II.

On February 5, 1961 a section of the roof at our Franconia Warehouse caved in as a result of the heavy snowfall. All operations were suspended for temporary repairs and reinforcing of the roof structure. We were permitted to re-enter the building on February 14, 1961; however, our unloading facilities were not available until March 8, 1961.

During fiscal year 1961 the Printing Procurement Section processed 45,423 printing jobs having an approximate value of \$27,844,794. This was made up of 9,034 jobs valued at \$13,290,453.61 procured by individual bidding, and 39,956 jobs procured on our various program contracts. The estimated value of the program-contract orders is \$14,554,340.58.

The incoming telephone traffic, including local, long-distance, information, and miscellaneous calls averages 500 calls during the peak hours of the day. There was an increase in local calls over fiscal year 1960. Local message units total was 220,692. Long-distance calls decreased to 5,797 at a cost of \$8,728. A great number of the long-distance calls were reversed charges. The General Services Administration and Western Union Teleprinters received and transmitted 8,245

and 3,956 messages—an increase over the previous year.

MAINTENANCE DIVISION

Under the administration of the Office that took over in the last quarter of the fiscal year, an extensive program of renovation was undertaken on buildings and equipment. Only the more outstanding of these are reported here.

During the fiscal year the Building Section has replaced over 3,000 square feet of flooring, including concrete, metal-plate-reinforced concrete, and mastic; installed approximately 150 feet of concrete curbing for protection of equipment; renewed or repaired approximately one-third of our total roof area; installed masonry wall, closed in windows, installed glass block, and plastered the new electronic data processing room; cut in two new doorways and enlarged several existing doorways and openings; and performed all plastering and miscellaneous masonry work for the redecoration of the Cafeteria and Harding Hall.

The Carpenter and Paint Section has produced many items for the production divisions during the last fiscal year, such as printers' furniture, planers, flysticks, knife sticks, wedges, quoins, blocks, brake shoes, reglets, and jogging blocks. It also built 27 worktables, 4 trucks, 8 cabinets and bookcases, as well as many minor furniture items. These shop men also serviced a large number of venetian blinds, performed all the millwork required for the carpenters doing installation work, upholstered approximately 250 chairs, made draperies for Harding Hall and several offices, manufactured approximately 18,000 square feet of flooring, and provided lock-and-key service as necessary.

It installed approximately 60,000 square feet of flooring, replaced the rub rails in nearly all freight elevators, installed partitions in 12 different areas, relined Documents Division's spiral chute, installed wood bumpers and constructed forms for concrete bumpers in congested storage areas, installed approximately 2,500 square feet of ceiling tile, and did all the carpentry work required in the installation of new machinery and equipment.

The Paint Shop decorated Harding Hall and the Cafeteria; painted most of the exposed steelwork on the outside of all buildings; and caulked the windows and other critical areas. The 8th floor of all buildings, including most of the furniture, was refinished. The Medical Section was completely refinished, as well as several other offices and areas which, because of their condition or usage, were considered a high priority. In addition to painting, the Paint Shop replaced all broken glass as necessary, replaced aisle lines, markers, and signs as required.

The Electrical Section installed power feeders to the 8th floor of Building 2, 3d floor of Buildings 1, 2, and 3, and 1st and 2d floors of Building 1; installed electrical equipment on 13 new machines and 34 machines that were moved, and increased

lighting in the Proofroom. The Section handled approximately 15,000 calls for service, replaced incandescent fixtures in many locations, serviced and provided preventive maintenance on all elevators, and maintained miscellaneous electronic and communications equipment.

The Machine Section overhauled two stereotype plate-casting boxes; the plants on two molding presses were resurfaced and leveled; 26 multiple-punch heads were rebuilt, including new punches and dies; and the cross feeders on two folding machines were completely overhauled. The Section overhauled one of the 400-ton air-conditioning machines used in the central cooling system. A number of package air-conditioning units were relocated, and regular inspection and preventive-maintenance service was provided for all the equipment supplying our various utilities in the Power Plant.

All of the elevators, hoists, dumbwaiters, and conveyors in the four buildings comprising the GPO received complete mechanical service during the year.

Complete repair service, including overhauls, inspections, lubrication, and preventive maintenance, was rendered to our automotive fleet of 42 trucks and 3 passenger cars, as well as to approximately 175 power industrial trucks.

In the Pipe and Sheet Metal Section, the outstanding jobs completed in the past year include: Conversion of the cooling towers on the roof of Building 3, renovation of the Cafeteria steam tables and related work, modernizing and replacing the outmoded fire extinguishers and hose, completing a major change of operations in the offset camera room, rearranging the air-conditioning ducts for the new IBM room in Building 2, and installation of a filter-washer room in Building 3 penthouse.

The new air-conditioning system has adequate capacity in the refrigeration and water-pumping systems. General Services Administration and the contractor are now attempting to correct deficiencies in several units.

Our safety record, as furnished by the Statistical Division of Bureau of Employees' Compensation, follows:

	<u>1960</u>	<u>1959</u>
Frequency rate	7.1	5.6
Severity rate	625	225
Total cases	205	128
Nonfatal	95	76
Fatal	1	0
Total days chargeable	8,496	3,047
Total cost (incl. leave)	\$97,728	\$38,454
Average number employees	6,539	6,524
Direct cost per employee	\$14.95	\$5.89

DIVISION OF TESTS AND TECHNICAL CONTROL

The Division tested 11,610 samples during the year as follows:

Paper and envelopes.....	8,560
Metals.....	1,351
Inks.....	272
Inkmaking materials.....	236
Bookbinding textiles.....	645
Bookbinding leathers.....	37
Adhesives and adhesive-making materials.....	51
Oils and greases.....	136
Chemicals.....	134
Miscellaneous.....	<u>188</u>
TOTAL.....	11,610

There were 431 rejects for non-compliance with specifications. Of these, 340 were of paper, 5 of envelopes, 62 of ink or inkmaking material, 20 of textiles, and 4 miscellaneous. Paper rejections amounted to 8,057,063 pounds or 4.20 percent, reflecting an improvement in qualities of paper received.

Numerous advantageous changes or revisions were made in specifications during the year and they, in part, are responsible for the reduction in the number of rejections.

During the year, the total production of printing inks, letterpress, offset, stamp-pad, toning blue, and numbering-machine inks amounted to 249,178 pounds. These inks are manufactured according to standard formulas, and close quality control is maintained throughout their production.

The Chemical Laboratory prepared 1,405 gallons of silver nitrate solution and 1,405 gallons of reducer solution for the silver-spraying operation in the Electrotpe Molding Section of the Plate-making Division.

The total amount of type metal standardized during the fiscal year 1961 was 13,136 pounds, which was 675,344 pounds or 4.86 percent less than during the preceding year.

Press rollers manufactured during the year required 15,414 pounds of composition and totaled 2,124 in number, as compared with 15,109 pounds of composition required for 2,403 press rollers in 1960. Used-roller composition was salvaged and re-used to the extent of 8,752 pounds. Of the number of rollers manufactured, 350 were mechanically coated on specially-prepared synthetic rubber bases by mechanically rotating the base while the hot composition is being deposited upon it. For mechanically-coated rollers, 907 pounds of process glue composition were used.

Cooperative contacts are maintained by the Technical Division with other organizations of the graphic arts industries, including the American Society for Testing Materials; The American Standards Association; The American Newspaper Publishers' Association; Book Manufacturers' Institute, Inc.; the American Pulp and Paper Mill Superintendents' Association; International Association of Printing House Craftsmen; Lithographic Technical Foundation; National Printing Ink Research Institute; Photoengravers' Research, Inc.; Printing Plates Research, Inc.; Technical Association of the Pulp and Paper Industry; Printing, Packaging and Allied Trades Research Association of Great Britain; Paper Makers Association of Great Britain and Ireland; Research Institute for the Graphic and Allied Industries, Amsterdam, Holland; and the Graphic Arts Research Laboratory, Stockholm, Sweden.

DOCUMENTS DIVISION

During the fiscal year 1961, a total of 163,952,315 publications were distributed, of which 53,334,539 were sold for a gross amount of \$9,359,937, an increase over last year of nearly 10 percent. Realized earnings for return to the U. S. Treasury were \$5,085,240.13.

Sales of Publications

The annual physical inventory of sales publications on hand as of June 30, 1961 showed 25,899 different titles for a total of more than 33,000,000 copies of publications. Of the 53 million publications sold, 1,300,220 were sold by the main bookstore and its two branches. Receipts from bookstore sales were \$368,486.68 and 98,751 customers were served.

The Documents Division ordered from the Government Printing Office printing in the amount of \$4,442,349.

Documents Library

Total workload for the Library was 53,123 publications for fiscal year 1961.

Compilation of the Numerical List and Schedule of Volumes for the 2d Session of the 86th Congress was completed, and all "back titles", title pages, and tables of contents of the serial set volumes of the 86th Congress, 2d Session were completed.

Among the service functions rendered by the Library were advance classification of 6,347 publications, 714 reference inquiries and loan requests, 910 translations in addition to the 925 foreign letters sent to the Department of State for translation. Duplication of form cards and notices for other sections of the Division, and loan of all publications entered in the Monthly Catalog to the Library of Congress for microfilming.

Fiscal 1961 saw 12,053 miscellaneous documents and periodical issues mailed to depositories, together with 10,817 prints of congressional bills and resolutions. The total number of copies was 5,031,524.

FIELD SERVICE DIVISION

The Field Service Division, on March 27, 1961, was removed from the supervision of the Production Manager and placed under the direction of the Deputy Public Printer and was thus brought organizationally closer to the Public Printer for more expeditious handling of its functions and operations.

A comparison of the average number of employees on the rolls of this office and each Field Service Division office during fiscal years 1959, 1960, and 1961 is shown by the following tabulation:

	<u>1959</u>	<u>1960</u>	<u>1961</u>
Office of Superintendent	5	5	5
Chicago	93	92	90
Denver	35	34	36
Dept. Service Office	246	268	265
New York	23	23	23
San Francisco	15	15	15
Seattle	<u>15</u>	<u>15</u>	<u>15</u>
TOTAL	<u>432</u>	<u>453</u>	<u>449</u>

To provide more effective service, the Public Printer, on April 24, 1961, approved the delegation of authority to Field Service Office Managers to procure from commercial sources all printing or related services which they are unable to produce in their own plants because of workload or equipment limitations.

The table on the following page shows the volume of business in the several Field Service offices:

GPO FIELD SERVICE DIVISION
BILLINGS TO MAJOR CUSTOMER AGENCIES, FISCAL YEAR 1961

	Chicago	Denver	D. S. O.	New York	San Fran.	Seattle	Total	%
Post Office	\$ 370,373.19	\$ 18,374.55	\$ 143,248.73	\$ 81,300.84	\$ 10,254.63	\$ 33,526.44	\$ 662,078.43	14.5%
Air Force	114,865.53	32,616.26	239,157.74	403.65	3,095.66	136,010.72	526,149.56	11.5
Army	77,282.04	9,681.73	269,379.63	27,282.79	4,069.67	79,685.89	467,381.80	10.3
Treasury	44,532.51	4,459.83	203,243.61	84,136.89	37,266.04	2,150.77	375,789.65	8.2
Interior	419.17	276,910.70	46,699.19	-	26,061.97	22,200.00	372,291.03	8.2
Agriculture	88,536.37	25,124.58	134,897.60	7,709.49	23,455.56	22,375.96	302,099.56	6.6
O. C. D. M.	234,020.59	750.13	3,192.13	1,033.27	422.08	1,363.40	240,786.60	5.3
H. E. W.	9,363.19	3,265.11	140,563.75	4,698.83	9,544.72	12,586.34	180,026.94	4.0
Justice	13,923.43	182.62	78,580.87	23,687.64	26,642.02	4,171.91	147,193.49	3.2
Commerce	56,365.69	16,444.56	55,658.32	323.91	1,614.03	123.51	130,535.02	2.9
I. C. A.	-	-	125,453.94	-	-	-	125,453.94	2.8
G. S. A.	8,532.65	17,629.80	18,510.74	19,477.63	31,159.37	23,230.60	118,590.79	2.6
F. A. A.	556.40	-	96,912.83	3,800.95	-	473.89	101,744.12	2.2
All Other	<u>87,377.42</u>	<u>4,093.17</u>	<u>660,956.70</u>	<u>34,299.27</u>	<u>12,481.02</u>	<u>8,236.44</u>	<u>807,449.02</u>	<u>17.7</u>
Total	\$1,106,153.18	\$409,538.04	\$2,216,460.83	\$288,165.16	\$186,065.32	\$351,185.87	\$4,557,569.95	100.0%

PLANNING

On April 2, 1961, the duties, functions, and responsibilities of the Planning Manager and the Production Manager were consolidated, and the position of Planning-Production Manager was created. At the same time, three new positions were created, namely Assistant Planning-Production Manager for Production; Assistant Planning-Production Manager for Planning; and Assistant Planning-Production Manager for Typography and Design. Many other changes in personnel titles, office space, etc. were made to perfect the reorganization, but probably the most significant actions were the transfers of the Commercial Planning Section from the Planning Service Division to the Purchasing Division and the Field Service Division (formerly under the office of the Production Manager) to the office of the Deputy Public Printer.

The following table shows the volume of work processed for the fiscal year and the four preceding years:

	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>
Orders processed	94,279	92,671	99,293	100,162	99,340
Jackets issued	54,611	50,900	53,225	55,205	52,476
Open jackets issued	2,590	2,477	2,479	3,400	3,470
Schedules established	54,683	54,664	58,116	53,239	52,349
Informal estimates	276	202	200	162	159
Spoilages processed	187	254	196	490	503
Waivers issued	1,544	1,215	1,148	1,248	1,138
Simplified bidding jobs	---	---	---	2,937	2,888*
Page Rate Contract Jobs	---	---	---	1,012	1,822*

*Number of jobs processed through April 16, 1961. Processing functions for these 2 categories of work transferred to Division of Purchases on April 16, 1961.

While the number of orders for printing and binding received during fiscal year 1961 did not quite equal the number received during the preceding fiscal year, it exceeded the number received during fiscal year 1959.

Receiving and processing these orders requires review for compliance with the statutes; assigning and stamping jackets; adding to the jackets such quantities authorized by law for distribution to designated depositories and libraries, foreign exchange, and file copies as well as quantities ordered by the Superintendent of Documents for sale, and/or on other "rider" requisitions; typing; and recording.

Servicing these orders required thousands of telephone calls, memoranda, and letters, issuing of waivers, processing

spoillages, scheduling, and making room deliveries of proofs, copy, and certain classes of completed work (Bills, Hearings, Committee Prints, Calendars, Briefs, Postal Bulletins, etc.) to Congress and our customer-agencies.

As required by law, sales prices were developed on 6,755 new and reprint publications offered for sale by the Superintendent of Documents.

The number of work jackets prepared for printing and binding requisitions and print orders totaled 39,634. Approximately 8,757 of these jackets were handled at least twice in that they were prepared only in part when originally processed, as proofs were requested, and completed when proofs were returned. Also prepared were 600 "open" jackets. Complete schedules were developed and indicated on approximately 27,477 jackets. Approximately 8,574 of these jackets called for proofs and, therefore, required two or more schedulings, dependent on the number of times proofs were requested. Copies of these jackets and others not scheduled, and other work as hereinbefore described, were made on the Xerox machine, and totaled 148,283 copies.

Delivery schedules were approved and assigned on 3,322 purchase requests for 167,635,993 pounds of paper in flat sheets and rolls; 10,808,008 sheets and pieces of miscellaneous items; 118,360,450 envelopes; and 2,947,300 cartons of various kinds and sizes. These requests were for purchases on the regular quarterly contracts and the open market. In addition, a total of 657 requests were initiated by Plant Planning for special purchase of 16,703,039 pounds of paper in flat sheets and rolls; 1,568,493 envelopes; 185,550 cartons; and 1,178,254 sheets and pieces of miscellaneous items. The number of Stores items prepared for commercial programs and jackets totaled 2,979.

Commercial specifications totaling 1,377 required the typing of 3,475 requisitions for paper, etc. Field Service requisitions processed for paper, etc. totaled 2,106. A total of 9,532 jackets for blank paper and miscellaneous supplies were prepared in accordance with department requisitions and purchase orders.

The table which follows reflects the volume of work passing through the Division of Typography and Design for special handling:

Art, Illustration, and Typographic Sections

Jackets Processed.....	5,456
Orders & Estimates for Photoengravings.....	4,311
Halftones & Linecuts Ordered.....	43,117
Finished Art Pieces.....	3,608
Layout Sketches.....	2,305
Illus. Retouched Pieces.....	6,319

Photographic Section

Requests.....	2,914
Finished Pieces.....	34,949

Amounts Recovered by Direct Charges Against Jackets (Figures provided by the Comptroller)

<u>Oper. & Class</u> <u>No.</u>	<u>Operation</u>	<u>Hours</u>	<u>Amount</u> <u>Charged</u>
710-10	Art Work.....	3,775.1	\$18,875.50
710-11	Retouching.....	2,317.1	11,505.50
710-12	Creative Layout.....	2,217.9	11,009.50
710-13	Editorial Preparation.....	2,416.7	12,083.50
710-20	Author's Alterations.....	239.5	1,197.50
	Total	10,966.3	\$54,831.50

PHOTOGRAPHIC SECTION

	<u>Orders</u>	<u>Pieces</u>	<u>Charges</u>
Development of Fotosetter Paper.....	12	--	\$ 1,448.40
Photostats.....	137	4,961	1,219.40
Negs. & Direct Positives.....	816	4,198	9,536.71
Contact Prints.....	1,805	24,920	16,480.37
Enlargements.....	32	569	507.50
Ozalids.....	4	301	41.40
	2,836	34,949	\$29,233.78

Work Submitted to the Joint Committee on Printing

COLOR WORK

<u>No. of Jobs</u>	<u>Dept.</u>	<u>Quantity</u>	<u>Cost of Color</u>	<u>Total Cost</u>
9	Agriculture	4,503,532	\$ 20,735.54	\$ 51,256.52
1	Air Force	17,000	750.00	1,280.00
12	Army	834,546	34,234.48	171,356.10
3	Commerce	61,030	7,323.79	23,783.80
1	H.E.W.	510,405	1,325.00	5,300.00
1	Interior	2,000	550.00	2,700.00
10	Navy	1,617,071	24,334.78	76,916.76
1	O.C.D.M.	12,000	8, 5.00	29,250.00
4	Treasury	309,500	6,090.00	20,204.00
		7,947,044	\$104,518.59	\$382,047.18

ILLUSTRATION WORK

<u>No. of Jobs</u>	<u>Dept.</u>	<u>Quantity</u>	<u>(Engraving) Cost of</u>	<u>Total Cost</u>
1	Agriculture	20,000	\$ 227.00	\$ 4,849.53
37	Army	563,475	31,625.69	342,771.24
1	H.E.W.	1,584	510.75	2,666.00
1	Interior	2,000	598.00	2,700.00
3	N.A.S.A.	9,095	2,796.75	8,272.00
2	Navy	1,400	1,922.00	8,450.00
1	Smithsonian	2,500	1,403.00	7,271.00
		<u>605,054</u>	<u>\$ 39,089.19</u>	<u>\$374,932.77</u>

PRODUCTION

Night Production of Congressional Work

The Congressional Record for the fiscal year just closed totaled 22,208 pages, averaging 158.6 pages per issue for 140 issues. This was a reduction in both pages and issues from the previous year, when there were 181 issues containing 31,220 pages, an average of 172.4 pages per issue. Nineteen of the issues contained 256 pages or more, while on June 29 an issue of 368 pages was printed in two parts.

Calendar pages totaled 67,701. There were 3,755 orders for Hearings, Documents, Senate and House Reports, Public and Private Laws, and Committee Prints, totaling 6,119,623 copies.

Binding

Volume of work statistics for this Division are as follows:

Pamphlet Section

	<u>1959</u>	<u>1960</u>	<u>1961</u>
Folding	360,307,534	373,834,681	361,414,533
Gathering, sigs	48,532,097	*	*
Gathering, books	5,052,697	9,551,384	6,701,816
Inserting, sigs	40,340,013	*	*
Inserting, books	18,249,210	41,601,508	35,618,184
* During 1960 the reporting was changed from signatures gathered to books.			

Congressional Work:

	<u>1959</u>	<u>1960</u>	<u>1961</u>
Bills	35,597	30,600	36,214
Hearings	1,410	1,720	1,410
House and Senate Documents	706	831	729
House and Senate Reports	5,126	5,601	4,169
House and Senate Resolutions	2,275	1,595	2,052
Public and Private Laws	2,091	1,735	1,367
House and Senate Calendars	236	322	215
Executive Calendars	95	46	85
Judiciary Prints	428	435	288
Committee Prints	470	643	380
House and Senate Speeches	17,959,179	18,347,000	16,637,914

	<u>1959</u>	<u>1960</u>	<u>1961</u>
<u>Congressional Records:</u>			
Issues	154	181	141
Printed pages	27,148	31,220	22,208
Total copies processed	6,639,000	8,054,500	6,415,500

<u>Congressional Record Index:</u>			
Issues	17	18	15
Number of pages	1,572	1,536	1,436
Copies gathered and stitched-	296,000	337,250	250,000
Copies mailed	153,950	157,250	137,900

<u>Federal Register:</u>			
Issues	252	254	252
Printed pages	11,614	12,614	14,668
Total copies processed	3,477,600	3,683,000	3,405,500

Blank Section

Passports	952,883	657,000	900,000
Gathering	12,002,848	11,316,840	15,930,309
L-Disc Ruling	3,805,687	4,453,798	3,762,237
Straight Disc Ruling	4,500,566	4,520,794	4,206,086
Wire-O inserting	3,044,029	3,017,403	2,802,947
Drilling	549,392,955	525,144,508	619,133,272
Punching	133,195,386	146,963,249	149,755,205
Stripping	1,585,625	1,481,359	1,440,359
Cutting	61,755,861	87,550,940	104,493,090
Pads made	1,616,171	1,278,079	1,844,705

Book Edition Section

Sigs sewed, Smyth Machines	96,454,408	59,817,061	51,873,473
Books cased in	2,441,336	2,419,034	2,738,765
Cases made	2,625,936	1,906,390	2,288,613
Pamphlets covered	4,858,810	2,575,163	2,384,601
Books, round, crash & lined	1,715,133	2,000,007	1,892,086
Machine stamping	2,712,328	2,477,055	2,154,035

Cutting and Packing Section

Total sheets cut	185,290,380	198,349,358	197,835,138
Wrapping	729,799	734,288	955,158
Banding	—	125,956*	802,968
* 2 months only			

Library Binding Section

10,964 boxes made
3,857 miscellaneous cases made
9,589 portfolios made
1,009,700 Passports made
779,625 Passport perforated sheets
94,760 miscellaneous volumes bound (all styles)
20,754 binders and credential cases made
143,225 index cuts made
3,136 pockets made
263,801 bellows pockets made
31,000 pounds of flour paste made
50,000 pounds of glucose paste made
9,950 pounds special paste made for Folding Machines

Included in the statistics are 53,734 volumes bound for the Library of Congress. This is a newly established section and has no comparative figures for 1959 and 1960.

Composition Division

Production records show 2,498,708,300 ems produced this year, whereas the previous figure was 2,724,254,600 gross ems. An apparent loss of 225,546,300 ems would be negligible in comparison with the reduction of 34.6 percent fewer bonus hours and the corresponding drop in gross payroll.

Another, and important factor to be weighed here, would be the continued growth of unmeasurable composition, not appearing in the above ems figure. A total of 17,611.2 hours was charged which would amount to 2,200 man-days.

Letterpress Division

During the year, the Division put to press a total of 131,273 forms for 586,647,572 impressions. This is a decrease of 6,223 forms and 47,770,067 impressions compared to the previous year. This indicates forms now received in the Division are for fewer copies per form.

Offset Division

The volume of work processed in the Offset Division is tabulated below and on the following page.

Offset Preparation SectionJackets Processed

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Plant	10,615	10,453	10,072
Commercial	6,109	6,677	8,157
Commercial (Print Order)	639	715	933
TOTAL	17,363	17,845	19,162

Congressional Work

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Bills	40,722 pages	29,721 pages	40,164 pages
Misc. Hearings, Repts., etc	32,183 pages	98,180 pages	98,432 pages
House Calendar	4,713 pages	22,942 pages	11,872 pages
TOTAL Congressional	77,618	150,843	150,468

Official Gazette

<u>Fiscal Year</u>	<u>Pages</u>	<u>Illustrations</u>
1958-59	19,630	45,872
1959-60	18,287	45,943
1960-61	17,221	42,864

Fotosetter Production

Number of jobs

<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Job Work 1,543	Job Work 1,138	Job Work 1,132
Book Work 152	Book Work 178	Book Work 130
Misc. 529	Misc. 795	Misc. 1,041
TOTAL 2,224	TOTAL 2,111	2,303

Offset Negative Section

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Sq. Inches of Negs Processed	33,559,727	34,975,028	32,294,536
Sq. Inches of Positives Processed	1,886,939	1,811,397	2,071,296
No. of Negs Commercially Purchased for GPO Production	68,786	75,212	26,246
No. of Negs diverted to Photo-engraving for Camera work, hand work performed by Offset Negative Section	21,441	21,767	35,612

Offset Plate Section

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Offset Plates Processed	38,604	40,897	40,063
No. of Prints (Blues Van Dykes)	196,064	190,158	*160,715

*The 1960-61 figure for prints is misleading in that a larger volume of prints were processed by the Ozalid method during this fiscal year. This is not only a more expeditious method for proofs but is also less costly.

Reproducibles Received from Commercial Contractors for Storage

<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
11,605 jobs	16,620 jobs	18,442 jobs

Reproducibles Issued for Reprint by Plant or Commercial Contractor

<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
7,721 jobs	9,216 jobs	11,340 jobs

Offset Press Section

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Offset Plates put to press	42,675	42,789	42,051
TOTAL Offset Impressions	324,812,011	323,473,983	302,329,013

Platemaking Division

Personnel in this Division was reduced during the year by $5\frac{1}{2}$ percent and was accompanied by an approximately equal decline in the square inches of plate production, which totaled 31,450,133. Production, however, was higher than in all of five previous years except 1961.

Types of work produced were:

<u>Type of work</u>	<u>1961 (sq. in.)</u>	<u>1960 (sq. in.)</u>
Photoengraving	3,544,500	3,461,027
Electrotype	3,271,247	3,207,025
Plastics	7,598,798	13,243,542
Rubber stamps and plates	129,500	240,425
Stereotype	16,893,684	13,562,859

The reduction shown from last year is attributable to increased use of the offset process in the Office, for which this Division makes only a part of the negatives used.

Delivery Section

The count of recorded partial and complete shipments for the year was 141,617, an increase of 1,908. Fleet mileage shows a decrease of 11,109 miles and a reduction in the accident frequency figure for the second consecutive year.

The following table gives a five-year comparison on these subjects:

<u>Fiscal Year</u>	<u>Shipments</u>	<u>Mileage</u>	<u>Accident Frequency</u>
1956-57	133,620	277,125	.72
1957-58	134,921	266,329	1.12
1958-59	138,111	261,217	1.53
1959-60	139,709	269,708	1.11
1960-61	141,617	258,599	.77

Our pickup service shows a continued increase, with requests totaling 3,517, an increase of 65 over last year.

APPENDIX
(Statistical)

REVOLVING FUND - GOVERNMENT PRINTING OFFICE
COMPARATIVE STATEMENT OF INCOME AND EXPENSE
PRINTING AND BINDING OPERATIONS

	<u>FY 1961</u>	<u>FY 1960</u>	<u>Increase or Decrease (-)</u>
Income:			
Printing and binding services performed	\$ 97,261,231	\$ 98,997,478	\$ -1,736,247
Other income	488,378	550,362	- 61,984
Total income	<u>\$ 97,749,609</u>	<u>\$ 99,547,840</u>	<u>\$ -1,798,231</u>
Expenses:			
Direct costs:			
Direct Labor	\$ 34,408,617	\$ 34,598,954	\$ - 190,337
Direct materials	26,194,036	27,006,320	- 812,284
Printing purchased from commercial sources	<u>30,047,702</u>	<u>29,504,337</u>	<u>543,365</u>
Total direct costs	<u>\$ 90,650,355</u>	<u>\$ 91,109,611</u>	<u>\$ - 459,256</u>
Other Expenses:			
Salaries and wages	\$ 3,630,007	\$ 3,424,140	\$ 205,867
Travel	6,883	8,794	- 1,911
Freight	597,649	697,317	-99,668
Communications	87,506	70,000	17,506
Heat, light, and power	437,591	377,995	59,596
Rental of buildings and equipment	353,794	339,093	14,701
Materials and supplies	145,614	133,891	11,723
Employer's share of group life insurance	119,254	112,169	7,085
Employer's share of group health insurance	331,288	-0-	331,288
Employer's share of Civil Service retirement	2,206,762	2,135,139	71,623
Depreciation	990,471	879,864	110,607
Miscellaneous expenses	46,889	4,603	42,286
Total other expenses	<u>\$ 8,953,708</u>	<u>\$ 8,183,005</u>	<u>\$ 770,703</u>
Less:			
Direct costs and other expenses allocated to the Public Documents Division	\$ 749,045	\$ 718,559	\$ 30,486
Cost of materials and supplies manufactured for stock	<u>296,221</u>	<u>290,352</u>	<u>5,869</u>
Total	<u>\$ -1,045,266</u>	<u>\$ -1,008,911</u>	<u>\$ -36,355</u>
Total direct costs and other expenses	<u>\$ 98,558,797</u>	<u>\$ 98,283,705</u>	<u>\$ 275,092</u>
Net gain or loss (-) from printing and binding operations	<u>\$ - 809,188</u>	<u>\$ 1,264,135</u>	<u>\$ -2,073,323</u>

GOVERNMENT PRINTING OFFICE
COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES
JUNE 30, 1961

	Fiscal Year 1961	Fiscal Year 1960	Increase or Decrease (—)
Assets:			
Fund balances with U. S. Treasury and cash	\$10,286,747	\$ 8,774,762	\$ 1,511,985
Accounts receivable and advances	5,661,200	5,754,696	— 93,496
Finished printing not billed	6,895,171	4,704,144	2,191,027
Inventories	22,811,409	23,675,971	— 864,562
Deferred charges	104,501	91,075	13,426
Property, plant, and equipment, net	<u>19,672,615</u>	<u>19,806,790</u>	<u>— 134,175</u>
Total assets	<u>65,431,643</u>	<u>62,807,438</u>	<u>2,624,205</u>
Liabilities:			
Accounts payable	3,189,873	2,198,338	991,535
Accrued salaries and wages	796,324	752,314	44,010
Amounts withheld from employees for purchase of savings bonds and payment of taxes	1,781,430	1,648,978	132,452
Employees' accrued annual leave	2,713,575	2,626,810	86,765
Customers' deposits and prepaid subscriptions	1,676,301	1,542,163	134,138
Other	<u>17,346</u>	<u>56,768</u>	<u>— 39,422</u>
Total liabilities	<u>10,174,849</u>	<u>8,825,371</u>	<u>1,349,478</u>
Investment of U. S. Government	<u>\$55,256,794</u>	<u>\$53,982,067</u>	<u>\$ 1,274,727</u>
Consisting of:			
Revolving fund:			
Capital	\$34,815,383	\$34,815,383	\$ -0-
Retained earnings	7,463,653	8,272,841	— 809,188
Income from sales of publi- cations payable to U. S.			
Treasury	3,194,802	1,109,562	2,085,240
Other funds	<u>9,782,956</u>	<u>9,784,281</u>	<u>— 1,325</u>
	<u>\$55,256,794</u>	<u>\$53,982,067</u>	<u>\$ 1,274,727</u>

ANNUAL REPORT F. Y. 1961

SALES OF PUBLICATIONS

COMPARATIVE STATEMENT OF INCOME

	<u>FY 1961</u>	<u>FY 1960</u>	<u>Increase or Decrease (-)</u>
Sales	\$9,359,938	\$8,512,938	\$ 847,000
Cost of Publications Sold	<u>3,325,472</u>	<u>3,476,115</u>	<u>-150,643</u>
Gross Profit	<u>6,034,466</u>	<u>5,036,823</u>	<u>997,643</u>
Expenses:			
Administrative	534,807	503,903	30,904
Postage	<u>631,246</u>	<u>579,730</u>	<u>51,516</u>
-	<u>1,166,053</u>	<u>1,083,633</u>	<u>82,420</u>
-	4,868,413	3,953,190	915,223
Other Income	<u>216,827</u>	<u>156,372</u>	<u>60,455</u>
Income from Sales of Publications payable to U. S. Treasury	5,085,240	4,109,562	975,678
Salaries and Expenses Financed from Appropriated Funds	<u>2,519,122</u>	<u>2,179,842</u>	<u>339,280</u>
Net Income from Sales of Publications	<u>\$2,566,118</u>	<u>\$1,929,720</u>	<u>\$ 636,398</u>

ANNUAL REPORT FY 1961

Salaries and expenditures, Superintendent of Documents.

The status of the appropriations for the Office of the Superintendent of Documents is summarized as follows:

	<u>Appropriations for Fiscal Year</u>		
	<u>1961</u>	<u>1960</u>	<u>1959</u>
Balance, July 1, 1960	\$ ----	\$ 191,232	\$ 1,133
Appropriation, 1961	4,044,327	----	----
Reimbursements	<u>126,081</u>	<u>20,667</u>	<u>----</u>
Total funds available	4,170,408	211,899	1,133
Unobligated balances withdrawn	<u>----</u>	<u>7,413</u>	<u>1,051</u>
Total funds obligated	4,170,408	204,486	82
Expenditures	<u>3,938,252</u>	<u>198,441</u>	<u>82</u>
Unliquidated obligations, June 30, 1961	232,156	6,045	----
Less reimbursements receivable	<u>30,196</u>	<u>----</u>	<u>----</u>
Unexpended balance, June 30, 1961	\$ <u><u>201,960</u></u>	\$ <u><u>6,045</u></u>	\$ <u><u>----</u></u>

ANNUAL REPORT BY 1961

Printing and Binding, Government Printing Office

The status of the appropriations established for authorized printing and binding for Congress, the Federal Register, and the Code of Federal Regulations, as shown by the records at June 30, 1961, is summarized as follows:

	Appropriations for Fiscal Year			Prior
	1961	1960	1959	Years
Balance, July 1, 1960	\$ ----	\$1,295,835	\$ ----	\$ 66,849
Appropriation, 1961	<u>11,900,000</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>
Total funds available	<u>11,900,000</u>	<u>1,295,835</u>	<u>-----</u>	<u>66,849</u>
Expenditures:				
Current-year obligations	7,224,155	-----	-----	-----
Prior-year obligations	<u>3,303,919</u>	<u>1,295,835</u>	<u>-----</u>	<u>1,332</u>
Total expenditures	<u>10,533,074</u>	<u>1,295,835</u>	<u>-----</u>	<u>1,332</u>
Balance, June 30, 1961	1,366,926	-----	-----	65,517
Estimated unliquidated obligations at June 30, 1961	<u>4,475,845</u>	<u>1,361,930</u>	<u>482,208</u>	<u>212,460</u>
*Estimated obligations in excess of appropriated funds	\$ <u>3,108,919</u>	\$ <u>1,361,930</u>	\$ <u>482,208</u>	\$ <u>146,943</u>

*Authorized for payment from 1962 Appropriation (P. L. 87-130, 87th Congress).

Note: Est. obligations in excess of appropriated funds total \$5,100,000.

GOVERNMENT PRINTING OFFICE
SUMMARY OF FUNDS PROVIDED BY OPERATIONS
AND APPROPRIATIONS AND THEIR APPLICATION
July 1, 1960 - June 30, 1961

Funds provided:

Printing and binding operations (schedule 2)		
Printing and binding services performed	\$ 97,261,231	
Other income	<u>488,378</u>	\$ 97,749,609
Book value of equipment sold		11,880
Sales of publications (schedule 3)		
Sales	9,359,938	
Other income	<u>216,827</u>	9,576,765
Decrease in accounts receivable and advances	93,496	
Decrease in inventories	864,562	
Increase in accounts payable	991,535	
Increase in accrued salaries and wages	44,010	
Increase in miscellaneous liabilities	<u>313,933</u>	2,307,536
Appropriations:		
Appropriations for administrative expenses, Public Documents Division	4,044,327	
Appropriation reimbursements	<u>126,081</u>	<u>4,170,408</u>
Total funds provided		<u>\$113,816,198</u>

Funds applied:

Printing and binding expense (schedule 2)	\$98,558,797	
Less allowance for depreciation not requiring funds	<u>990,471</u>	\$ 97,568,326
Cost of publications sold (schedule 3)		3,325,472
Expense of sales of publications financed from the revolving fund (schedule 3)		1,166,053
Payments to U. S. Treasury of income from sales of publications		3,000,000
Increase in cash	1,511,985	
Increase in finished printing, not billed	2,191,027	
Purchase of equipment	869,501	
Miscellaneous	<u>13,426</u>	4,585,939
Obligations incurred for administrative expenses, Public Documents Division (schedule 6)		<u>4,170,408</u>
Total funds applied		<u>\$113,816,198</u>

Annual Report
of
The Public Printer

Fiscal Year 1961

U. S. GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS AND LIABILITIES
JUNE 30, 1961

A S S E T S				L I A B I L I T I E S			
	Revolving fund	Other funds (note a)	Combined funds		Revolving fund	Other funds (note a)	Combined funds
FUND BALANCES WITH U.S. TREASURY AND CASH:				LIABILITIES:			
Fund balances in U.S. Treasury checking accounts	\$8,619,922	\$ 208,005	\$8,827,927	Accounts payable	\$ 3,005,154	\$ 184,719	\$3,189,873
Cash on hand and in transit	<u>1,458,820</u>	<u>-----</u>	<u>1,458,820</u>	Accrued salaries and wages	742,842	53,482	796,324
	10,078,742	208,005	10,286,747	Amounts withheld from employees for purchase of savings bonds and payment of taxes	1,781,430	-----	1,781,430
				Employees' accrued annual leave	2,713,575	-----	2,713,575
ACCOUNTS RECEIVABLE AND ADVANCES:				Customers' deposits and prepaid subscriptions	1,676,301	-----	1,676,301
Accounts receivable:				Other	<u>17,346</u>	<u>-----</u>	<u>17,346</u>
Government agencies	5,583,782	30,196	5,613,978	Total liabilities	<u>9,936,648</u>	<u>238,201</u>	<u>10,174,849</u>
Other	8,393	-----	8,393				
Advance to General Services Administration	<u>38,829</u>	<u>-----</u>	<u>38,829</u>				
	<u>5,631,004</u>	<u>30,196</u>	<u>5,661,200</u>				
FINISHED PRINTING NOT BILLED, at standard cost	<u>6,895,171</u>	<u>-----</u>	<u>6,895,171</u>				
INVENTORIES:							
Publications for sale, at cost	3,107,777	-----	3,107,777	INVESTMENT OF U. S. GOVERNMENT (schedule 4):			
Printing work in process, at standard cost	13,565,121	-----	13,565,121	Capital	34,815,383	9,782,956	44,598,339
Paper, envelopes, and other supplies, at cost	<u>6,138,511</u>	<u>-----</u>	<u>6,138,511</u>	Retained earnings	7,463,653	-----	7,463,653
	22,811,409		22,811,409	Income from sales of publications payable to U. S. Treasury	<u>3,194,802</u>	<u>-----</u>	<u>3,194,802</u>
DEFERRED CHARGES	<u>104,501</u>	<u>-----</u>	<u>104,501</u>	Total investment of U. S. Government	<u>45,473,838</u>	<u>9,782,956</u>	<u>55,256,794</u>
PROPERTY, PLANT, AND EQUIPMENT:							
Land and buildings, at cost	-----	9,085,173	9,085,173				
Equipment and building appurtenances	22,192,438	697,783	22,890,221				
Construction in progress	<u>7,222</u>	<u>-----</u>	<u>7,222</u>				
	22,199,660	9,782,956	31,982,616				
Less allowance for depreciation	<u>12,310,001</u>	<u>-----</u>	<u>12,310,001</u>	Total liabilities and investment of U.S. Government	<u>\$55,410,486</u>	<u>\$10,021,157</u>	<u>\$65,431,643</u>
	<u>9,889,659</u>	<u>9,782,956</u>	<u>19,672,615</u>				
Total assets	<u>\$55,410,486</u>	<u>\$10,021,157</u>	<u>\$65,431,643</u>				

Other funds consist of the value of land and buildings, amounting to \$9,085,172.60, which is specifically excluded from the revolving fund by law (44 U.S.C. 63); equipment purchased with appropriated funds, Public Documents Division, amounting to \$17,783.17; and offsetting cash, receivables, and unliquidated obligations of the appropriation for administrative expenses, Public Documents Division.

GOVERNMENT PRINTING OFFICE
REVOLVING FUND
PRINTING AND BINDING OPERATIONS
STATEMENT OF INCOME AND EXPENSE
FISCAL YEAR ENDED JUNE 30, 1961

Income:

Printing and binding services performed	\$ 97,261,231	
Other income	<u>488,378</u>	
Total income		\$ 97,749,609

Expenses:

Direct costs:

Direct labor	\$ 34,408,617	
Direct material	26,194,036	
Printing purchased from commercial sources	<u>30,047,702</u>	90,650,355.

Other Expenses:

Salaries and wages	3,630,007	
Travel	6,883	
Freight	597,649	
Communications	87,506	
Heat, light, and power	437,591	
Rental of buildings and equipment	353,794	
Materials and supplies	145,614	
Employer's share of group life insurance	119,254	
Employer's share of group health insurance	331,288	
Employer's share of Civil Service retirement	2,206,762	
Depreciation	990,471	
Miscellaneous expenses	<u>46,889</u>	<u>8,953,708</u>
		99,604,063

Less:

Direct costs and other expenses allocated to the Public Documents Division	749,045	
Cost of materials and supplies manufactured for stock	<u>296,221</u>	<u>1,045,266</u>

Total direct costs and other expenses

98,558,797

Net loss from printing and binding operations

- \$ 809,188

ANNUAL REPORT F. Y. 1961

SALES OF PUBLICATIONS
STATEMENT OF INCOME AND EXPENSES
FISCAL YEAR ENDED JUNE 30, 1961

REVOLVING FUND:

Sales		\$ 9,359,938
Cost of publications sold		<u>3,325,472</u>
Gross profit		6,034,466
Expenses:		
Administrative expenses	\$ 534,807	
Postage	<u>631,246</u>	<u>1,166,053</u>
		4,868,413
Other income:		
Donated publications	179,959	
Miscellaneous	<u>36,868</u>	<u>216,827</u>
Income from sales of publications payable to U. S. Treasury		5,085,240
OTHER FUNDS:		
Salaries and expenses financed from appropriated funds		<u>2,519,122</u>
Net income from sales of publications		\$ <u>2,566,118</u>

ANNUAL REPORT F. Y. 1961
STATEMENT OF CHANGES IN INVESTMENT
OF UNITED STATES GOVERNMENT
FISCAL YEAR ENDED JUNE 30, 1961

Schedule 4

	Revolv- ing fund	Other funds (note a)	Combined
BALANCE, JULY 1, 1960:			
Capital	\$ 34,815,383	\$ 9,784,281	\$ 44,599,664
Retained earnings	8,272,841	----	8,272,841
Income from sales of publications payable to U. S. Treasury	<u>1,109,562</u>	----	<u>1,109,562</u>
	<u>44,197,786</u>	<u>9,784,281</u>	<u>53,982,067</u>
ADDITIONS:			
Income from sales of publications payable to U. S. Treasury (schedule 3)	5,085,240	----	5,085,240
Appropriations for administrative expenses, Public Documents Division, including reimbursements of \$126,081	----	<u>4,170,408</u>	<u>4,170,408</u>
Total additions	<u>5,085,240</u>	<u>4,170,408</u>	<u>9,255,648</u>
REDUCTIONS:			
Net loss from printing and binding operations (schedule 2)	809,188	----	809,188
Payments to U. S. Treasury of income from sales of publications	3,000,000	----	3,000,000
Payments made and obligations incurred for administrative expenses, Public Documents Division (schedule 6)	----	4,170,408	4,170,408
Net decrease in equipment purchased with appropriated funds, Public Documents Division	----	<u>1,325</u>	<u>1,325</u>
Total reductions	<u>3,809,188</u>	<u>4,171,733</u>	<u>7,980,921</u>
BALANCE, JUNE 30, 1961 (schedule 1):			
Capital	34,815,383	9,782,956	44,598,339
Retained earnings	7,463,653	----	7,463,653
Income from sales of publications payable to U. S. Treasury	<u>3,194,802</u>	----	<u>3,194,802</u>
	<u>\$ 45,473,838</u>	<u>\$ 9,782,956</u>	<u>\$ 55,256,794</u>

Other funds consist of the value of land and buildings, amounting to \$9,085,173, which is specifically excluded from the revolving fund by law (44 U.S.C. 63) and equipment acquired with appropriated funds, Public Documents Division amounting to \$697,783.

GOVERNMENT PRINTING OFFICE
DIVISION OF PUBLIC DOCUMENTS

FISCAL YEAR 1961 - APPROPRIATED FUNDS
STATEMENT OF COSTS AND OBLIGATIONS INCURRED
AS OF JUNE 30, 1961

	<u>Total</u>	<u>Program by activities</u>			
		<u>Sales distribution</u>	<u>Distribution for other agencies</u>	<u>Depository library distribution</u>	<u>Cataloging and indexing Program</u>
Personnel compensation	\$2,794,400	\$1,912,978	\$493,476	\$152,603	\$235,443
Personnel benefits	158,491	113,322	22,190	9,033	13,946
Travel and transportation of persons	40			40	
Transportation of things	1,431	1,431			
Rent, communications and utilities	67,893	48,119	12,289	2,740	4,745
Printing and reproduction	738,223	243,919		430,210	64,094
Other services	87,544	63,032	14,707	3,590	6,215
Supplies and materials	310,060	131,035	164,142	12,195	2,688
Equipment	7,341	5,286	1,233	301	521
Total cost	<u>\$4,165,423^a</u>	<u>\$2,519,122</u>	<u>\$708,037</u>	<u>\$610,612</u>	<u>\$327,652</u>
Undelivered equipment	<u>4,985</u>	<u>3,589</u>	<u>838</u>	<u>204</u>	<u>354</u>
Total obligations	<u>\$4,170,408</u>	<u>\$2,522,711</u>	<u>\$708,875</u>	<u>\$610,816</u>	<u>\$328,006</u>

^aExclusive of expenses of \$1,166,053 financed from revenues from sales of publications (See Schedule 3)

BILLINGS FOR WORK AND TO WHOM DELIVERED
FISCAL YEAR 1961

Congress:

Congressional Record.....	\$1,989,611.50
Miscellaneous Publications.....	2,088,299.67
Miscellaneous Printing and Binding.....	1,365,432.94
Publications for International Exchange.....	120,373.68
Franked Envelopes.....	270,578.40
Document Franks.....	12,918.92
House and Senate Calendars.....	529,085.36
Bills, Resolutions and Amendments.....	1,125,539.33
Committee Reports.....	494,088.79
Documents.....	359,652.22
Hearings.....	2,508,206.55
Federal Register.....	708,230.40
Supplement to Code of Federal Regulations....	257,556.46

Total.....	\$11,829,574.22
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Administrative Office of the U. S. Courts.....	94,165.14
Agriculture.....	4,137,639.42
Air Force.....	10,789,459.04
Air Force Systems Command.....	54,928.57
Alaska International Rail and Highway Commission.....	54.00
American Battle Monument Commission.....	2,091.06
Armed Services Technical Information Agency.....	59,891.43
Army.....	17,910,757.36
Atomic Energy Commission.....	402,157.29
Board of Governors of the Federal Reserve System.....	1,141.97
Bureau of the Budget.....	178,479.30
Central Intelligence Agency.....	339,685.13
Civil Aeronautics Board.....	66,728.21
Civil Service Commission.....	504,560.60
Civil War Centennial Commission.....	904.35
Commerce.....	4,603,252.47
Commission of Fine Arts.....	203.90
Council of Economic Advisers.....	16,289.91
Court of Claims.....	56,035.91
Court of Customs and Patent Appeals.....	10,436.74
Department of Defense.....	154,663.98
Development Loan Fund.....	9,219.07
District of Columbia.....	218,445.57
Export-Import Bank of Washington.....	23,966.53
Farm Credit Administration.....	14,040.54
Federal Aviation Agency.....	556,135.61
Federal Coal Mine Safety Board Review.....	16.43
Federal Communications Commission.....	123,237.44
Federal Deposit Insurance Corporation.....	4,287.61
Federal Home Loan Bank Board.....	27,499.93
Federal Mediation and Conciliation Service.....	7,431.30
Federal Power Commission.....	93,300.71
Federal Trade Commission.....	61,739.59
Foreign Claims Settlement Commission.....	4,112.97
General Accounting Office.....	104,607.55
General Services Administration.....	3,781,859.71

Government Printing Office Sale of Government Publications	\$3,767,188.18
Health, Education and Welfare.....	3,169,263.77
House and Senate Stationery Room.....	25,340.95
Housing and Home Finance Agency.....	543,218.85
Indian Claims Commission.....	131.73
Interior.....	1,954,838.54
International Cooperation Administration.....	179,131.06
Interstate Commerce Commission.....	262,708.28
Joint Publications Research Service.....	560.99
Justice.....	1,188,387.38
Labor.....	865,772.40
Library of Congress.....	1,218,752.15
Lincoln Sesquicentennial Commission.....	26,589.46
National Academy of Sciences.....	445.50
National Aeronautics and Space Administration.....	221,572.28
National Capital Housing Authority.....	6,303.88
National Capital Planning Commission.....	1,668.19
National Capital Transportation Agency.....	64.86
National Forest Reservation Commission.....	809.21
National Gallery of Art.....	8,937.64
National Labor Relations Board.....	255,985.09
National Mediation Board.....	7,594.08
National Science Foundation.....	99,363.78
National Security Agency.....	529,245.16
Navy.....	9,427,601.34
Office of Civil and Defense Mobilization.....	1,101,865.82
Panama Canal Company.....	95,112.63
Pan American Union.....	4,393.41
Post Office.....	4,855,494.02
Private Orders.....	139,693.07
Railroad Retirement Board.....	36,521.11
Renegotiation Board.....	4,113.53
St. Lawrence Seaway Development Corporation.....	3,058.57
Securities and Exchange Commission.....	55,106.12
Selective Service System.....	174,418.79
Small Business Administration.....	154,327.55
Smithsonian Institution.....	267,458.61
State.....	959,542.29
Subversive Activities Control Board.....	1,815.03
Superintendent of Documents.....	1,153,632.83
Supreme Court of the U. S.....	113,884.21
Tariff Commission.....	26,369.91
Tax Court of the U. S.....	13,326.04
Tennessee Valley Authority.....	25,485.94
Treasury.....	5,566,855.44
U. S. Information Agency.....	249,143.46
Veterans Administration.....	994,034.84
White House.....	<u>58,170.23</u>
Total.....	\$96,058,298.76

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1961

Congress.....	42,314,423
Administrative Office of the U. S. Courts.....	293,039
Agriculture.....	41,621,281
Air Force.....	51,593,751
Air Force Systems Command.....	104,323
American Battle Monuments Commission.....	25,003
Armed Services Technical Information Agency.....	182,506
Army.....	116,886,237
Atomic Energy Commission.....	610,079
Board of Governors of the Federal Reserve System.....	22,669
Bureau of the Budget.....	488,776
Central Intelligence Agency.....	18,730
Civil Aeronautics Board.....	79,354
Civil Service Commission.....	8,690,513
Civil War Centennial Commission.....	1,500
Commerce.....	3,555,593
Commission of Fine Arts.....	3,938
Council of Economic Advisers.....	15,337
Court of Claims.....	144,956
Court of Customs and Patent Appeals.....	1,084
Defense.....	49,604
Development Loan Fund.....	112
District of Columbia.....	45,847
Export-Import Bank of Washington.....	14,637
Farm Credit Administration.....	62,071
Federal Aviation Agency.....	1,906,707
Federal Coal Mine Safety Board of Review.....	18
Federal Communications Commission.....	125,730
Federal Deposit Insurance Corporation.....	5,111
Federal Home Loan Bank Board.....	2,414
Federal Mediation and Conciliation Service.....	8,347
Federal Power Commission.....	99,930
Federal Trade Commission.....	74,640
Foreign Claims Settlement Commission.....	18,453
General Accounting Office.....	309,853
General Services Administration.....	8,251,194
Government Printing Office Sale of Government Publications.....	29,313,461
Health, Education and Welfare.....	36,601,067
Housing and Home Finance Agency.....	6,908,354
Interior.....	10,381,143
International Cooperation Administration.....	152,117
Interstate Commerce Commission.....	851,908
Justice.....	2,757,258
Labor.....	6,313,534
Library of Congress.....	359,297
Lincoln Sesquicentennial Commission.....	31,587
National Academy of Science.....	1,800

National Aeronautics and Space Administration.....	738,847
National Capital Housing Authority.....	1,050
National Capital Planning Commission.....	500
National Forest Reservation Commission.....	2,000
National Gallery of Art.....	301,043
National Labor Relations Board.....	100,044
National Mediation Board.....	8,331
National Science Foundation.....	286,747
Navy.....	53,915,809
Office of Civil and Defense Mobilization.....	37,422,265
Panama Canal Company.....	22,010
Pan American Union.....	891
Post Office.....	23,322,615
Private Orders.....	197,125
Railroad Retirement Board.....	4,733
Renegotiation Board.....	94,933
St. Lawrence Seaway Development Corporation.....	3,085
Securities and Exchange Commission.....	128,542
Selective Service System.....	1,627,601
Small Business Administration.....	1,596,054
Smithsonian Institution.....	144,056
State.....	7,621,751
Subversive Activities Control Board.....	2,950
Superintendent of Documents.....	45,541,455
Supreme Court of the U. S.....	324,506
Tariff Commission.....	23,864
Tax Court of the U. S.....	55,018
Tennessee Valley Authority.....	71,257
Treasury.....	108,536,636
U. S. Information Agency.....	307,258
Veterans' Administration.....	8,624,971
White House.....	126,754
Total.....	662,417,987

GOVERNMENT PRINTING OFFICE
SUMMARY OF FUNDS PROVIDED BY OPERATIONS
AND APPROPRIATIONS AND THEIR APPLICATION
JULY 1, 1960 -- JUNE 30, 1961

Funds provided:

Operations:

Income from sales of publications payable to U. S. Treasury (Schedule 3)	\$ 5,085,240	
Allowance for depreciation not requiring the use of funds	<u>990,471</u>	
	6,075,711	
Proceeds from sales of equipment, net	11,880	
Decrease in accounts receivable and advances	93,496	
Decrease in inventories	864,562	
Increase in accounts payable	991,535	
Increase in accrued salaries and wages	44,010	
Increase in miscellaneous liabilities	<u>313,933</u>	\$ 8,395,127

Appropriations:

Appropriations for administrative expenses, Public Documents Division	4,044,327	
Appropriation reimbursements	<u>126,081</u>	<u>4,170,408</u>

Total funds provided		<u>\$12,565,535</u>
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Funds applied:

Net loss from printing and binding operations (Schedule 2)		\$ 809,188
Payment to U. S. Treasury of income from sales of publications		3,000,000
Payments made and obligations incurred for administrative expenses, Public Documents Division (Schedule 6)		4,170,408
Increase in cash		1,511,985
Increase in finished printing, not billed		2,191,027
Purchase of equipment		869,501
Miscellaneous		<u>13,426</u>

Total funds applied		<u>\$12,565,535</u>
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STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1965
GOVERNMENT PRINTING OFFICE, FIELD SERVICE OFFICES, AND COMMERCIALLY PROCURED WORK

Class of Work	Number of Copies	Number of Reproduced Pages Printed	Number of Type Pages Printed	Number of Publications Bound	Amount Billed
Congressional Record.....	8,005,309	-----	58,971	34,083	\$ 3,137,753.42
Federal Register.....	4,331,315	790	21,673	4,498	1,210,777.25
Supplement to the Code of Federal Regulations	175,907	10,378	19,630	2,002	324,441.94
Official Gazette.....	385,001	12,552	5,624	-----	400,915.71
Specifications of Patents, Trademarks & Designs....	8,854,222	-----	208,605	-----	3,610,657.55
Miscellaneous Publications.	399,819,770	3,139,760	829,325	996,271	64,172,970.39
Postal Cards.....	1,072,695,000	-----	-----	-----	930,705.21
Aerogrammes.....	40,000,000	-----	-----	-----	154,763.55
Catalog Cards.....	60,814,733	-----	-----	-----	640,557.15
Tabulating Cards.....	5,226,969,447	-----	-----	-----	4,178,604.29
5,970,470,582 Letterheads and Envelopes..	337,423,112	-----	-----	-----	1,328,412.12
Forms, Notices and Cards...	6,610,476,583	-----	-----	-----	14,849,916.78
Multi-Forms.....	1,502,778,348	-----	-----	-----	13,551,227.77
Blank Books.....	6,621,053	-----	-----	-----	1,661,551.60
Miscellaneous Binding.....	62,307	-----	-----	-----	509,176.37
Binders.....	777,981	-----	-----	-----	398,255.26
Miscellaneous.....	-----	-----	-----	-----	3,240,774.06
Blank Paper.....	-----	-----	-----	-----	10,928,066.26
Supplies and Services.....	-----	-----	-----	-----	91,969.07
15,140, 110, 013 Total	15,780,190,093	3,163,480	1,143,828	1,036,854	125,321,631.95
G.P.O. Departmental					
Service Office.....	204,645,091	-----	-----	-----	2,907,461.27
Field Service Offices.....	597,263,755	-----	-----	-----	3,332,741.27
15,942,056,939 GRAND TOTAL.....	16,582,093,939	3,163,480	1,143,828	1,036,854	\$131,561,835.31

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1965
 COMMERCIALY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON

Class of Work	Number of Copies	Number of Reproduced Pages Printed	Number of Type Pages Printed	Number of Publications Bound	Amount Billed
Miscellaneous Publications.....	433,975,523	2,113,903	118,050	144,685	\$ 24,462,454.23
Tabulating Cards.....	5,226,969,447	-----	-----	-----	4,178,684.29
Letterheads & Envelopes.....	90,432,064	-----	-----	-----	186,140.82
Forms, Notices & Cards.....	9,396,949,601	-----	-----	-----	8,290,848.18
Multi-Forms.....	1,502,778,348	-----	-----	-----	13,551,227.77
Blank Books.....	1,702,899	-----	-----	-----	403,309.83
Binders.....	213,088	-----	-----	-----	185,400.44
Miscellaneous.....	-----	-----	-----	-----	911,700.96
Total.....	<u>10,553,020,970</u>	<u>2,113,903</u>	<u>118,050</u>	<u>144,685</u>	<u>52,169,821.52</u>

Breakdown of the Amount Billed:

Value of Outside Printing (Based on finished work value).....	\$ 48,927,344.06
Value of Paper furnished Contractors (Based on amounts billed and the value of paper issued).....	2,967,070.17
Value of Work Performed by the Government Printing Office including Paper used in the Government Printing Office.....	<u>275,407.29</u>
TOTAL.....	<u>\$ 52,169,821.52</u>