The latest registered valuers valuation of buildings plus additions at cost is \$10,642,300.

NOTE 9—Contingent liabilities and commitments—Contingent liabilities—Overdrafts not uplifted. Visa credit not uplifted.

Commitments— Mortgages approved but not advanced as at 31 March	1983 \$ 2,306,000	1982 \$ 3,395,480
Capital commitments— Commitments in respect of plant, land and building as at 31 March	68,000	572,100

NOTE 10—Term liabilitity—Instalments of \$300,000 are due on 15 April 1984 and 1985 and \$100,000 on 15 April 1986 with respect to acquisition of property.

#### AUDITORS' REPORT

TO THE TRUSTEES OF TARANAKI SAVINGS BANK

WE have obtained all the information and explanations that we have required.

In our opinion proper accounting records have been kept by the bank, so far as appears from our examination of those records.

In our opinion the accompanying balance sheet, profit and loss account and statement of source and application of funds give, using the historical cost method, a true and fair view of the financial position of the Bank at 31 March 1983 and the results of its business and the changes in financial position for the year ended on that date.

HUTCHISON HULL & CO., Chartered Accountants. New Plymouth, 27 May 1983.

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#### **GENERAL PUBLICATIONS**

## XBX PLAN ROYAL CANADIAN AIR FORCE

86 pp. 1981 Eighth Edition.

\$3.25 plus 55c p & p

The XBX Plan for physical fitness has been designed for varying age groups of girls and women. The ten exercises in this booklet have been selected and their manner of use has been designed to enable women to achieve physical well being and to improve designed to equalities such as vitality, appearance, and personality. The XBX has been planned for gradual, painless progression toward physical fitness which will take just 12 minutes per day to do.

# TOWN BIRDS OF NEW ZEALAND Wall Posters

Size:  $840 \times 590 \text{ mm}$  \$4.95 each plus 55c p & p

Two stunning large wall posters display a total of 35 bird photographs from the book 'Field Guide To Town Birds'. The photographs are shown in full colour against a black background giving a sparkling eye-catching display of each bird in all its photographic detail

# **GOVERNMENT PRINTING OFFICE ART CALENDAR 1984**

 $585 \times 400 \text{ mm}$  \$14.95 plus \$1.50 p & p

Spiral bound, the calendar is designed to allow prints to be detached for framing-leaving the calendar tables intact in the attractive full print cover. This unique collection of 12 full colour reproductions of paintings by the renowned New Zealand artist, Frances Hodgkins, launches a series of Art Calendars to be produced by the Government Printer.

## THE NEW ZEALAND WARS

By James Cowan

Vol. I, 466 p. Vol. II, 633 p. \$69.50 plus \$4.80 p & p

This book was first published in 1922 and reprinted without amendments in 1955. It has been out of print for many years. This edition has a new and perceptive introduction by Michael King and in addition the original seven page index has been replaced by a substantial and comprehensive index. This 1983 edition is called a facsimile edition because it is being reproduced from the original text. However, the introduction, index and illustrations include alterations and improvements on the original.

#### FLORA OF NEW ZEALAND, VOLUME III

By A. J. Healy and E. Edgar

220 p. 1980.

\$18.50 plus \$1.50 p & p

Volumes I and II of Flora of New Zealand were concerned with native plants. The authors call volume III a "weed flora". The book is an identification manual, intended for agriculturists concerned with weed control, for botanists making vegetation surveys, and for anyone who needs to identify those weedy plants.

# **GLASSHOUSE TOMATOES**

Agriculture Bulletin 370

## DEPARTMENT OF AGRICULTURE

86 p. 1978.

\$3.25 plus 55c p & p

The present text replaces earlier editions of the bulletin. Important factors to consider when establishing a tomato-growing glasshouse, are lighting, soil type, site, water supply, shelter, and proximity to a market. These as well as general cultural practices are dealt with in this bulletin.

# INFORMATION IN FORMATION A Guide to Report Writing STATE SERVICES COMMISSION

31 p. 1978.

\$1.45 plus 40c p & p

Contains helpful suggestions for preparing, planning, organising, structuring, writing, and revising reports, ideas on visual aids and descriptions of a few of the many types of reports.

# LIVING LETTERS STATE SERVICES COMMISSION

36 p. 1980 reprint.

\$1.75 plus 55c p & p

One of the aims in letter writing is to get ideas across to the reader clearly and briefly. But do letters always say what is meant? Even if they are clear to the writer, will the reader understand them easily? If you are still using the old cliches of "acknowledging receipt of", "according to our records", and "enclosed please find" it is almost certainly time to change your attitude to writing Living Letters.

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