

**AWM4**  
**Australian Imperial Force unit war diaries,  
1914-18 War**

Pay

**Item number:** 5/2/10

**Title:** Paymaster, Australian Corps

July 1918



AWM4-5/2/10

311  
The Chief Paymaster, A.I.F.  
London.

PAYMASTER A.I.F.
AUST. CORPS. H.Q.
Ref. No <u>111/15</u>
Date <u>10.8.1918</u>

MONTHLY REPORT - JULY.

I have to report that during the month under review Pay matters in the field have proceeded very smoothly and satisfactorily. There has been no abnormal movement of troops with the result that no unnecessary delay has occurred in dealing with current work. Each Paymaster reports that all work is well up to date and that the checking of Paybooks, preparatory to the new issue, is well in hand.

LOSS OF IMPREST FUNDS.

Two cases of loss of Imprest Funds have already been reported to you during the month, i.e. 1st Aust. Casualty Clearing Station and the 14th Battalion. The latter is a very serious case, a sum of 32,000 francs being involved. You have already been furnished with a precis of the Finding of Court of Enquiry which dealt with the most important features of the case and the papers are now in the hands of 4th Army H.Q.

It is pleasing to note that an A.I.F. Order is being published which makes it obligatory for one of your Representatives to be a member of every Court of Enquiry in connexion with losses of Imprest Funds. This will ensure that all the important points regarding pay are thoroughly investigated and included in the Finding.

PAYBOOKS OF MEN UNDERGOING IMPRISONMENT.

The new system of dealing with these, referred to in my last Report, is now in operation and working quite satisfactorily. The Paymaster, 3rd Division comments as follow :-

"The new system (which conforms in many respects to proposals submitted to you on 14.2.1918) as adopted at Paymasters' Conference held on 5.7.1918, should be the means of dealing most effectively with and finalising all Pay matters in connexion with Courts Martial cases, suspended and remitted Sentences and will obviate much unnecessary correspondence and the issue of adjusting advices by the Chief Paymaster, A.I.F."

ADJUSTMENT OF V.D. FORFEITURES UNDER A.I.F. ORDER 1282.

All Paymasters are carrying out your instructions regarding these adjustments. It is hoped that Credit Notes will be prepared and forwarded by you as speedily as possible to enable credit to be given before the present Paybooks are withdrawn, otherwise innumerable queries will inevitably arise.

REGIMENTAL TRUST ACCOUNTS.

All Passbooks were forwarded to you for audit at the 30th June and have since been returned. The system of keeping these books in the Field seems to have been quite satisfactory judging by the negligible number of differences discovered on comparison with your Cards.

CHECK & CONTROL OF ALLOTMENTS.

I have submitted to you a proposed scheme for following up cases where men promoted or reverted have been evacuated before action has been taken to obtain the necessary covering allotments. Immediately this system is approved of by you it will be put into operation and will, I feel sure, overcome the present weakness regarding these matters.

ROUEN OFFICE.

The Paymaster reports that there is still a large number of Australians located at Convalescent Camps in the Rouen Area to whom the usual payments are made. He also reports that the amount of 5,000 francs held as Office Imprest is not sufficient. I wired you regarding this and have since received approval to increase same to 10,000 francs.

The number of files held for tracing is still approximately 1000 and now that two additional men have been attached, I have requested that a special effort be made to dispose of these as urgently as possible, particularly those concerning Reconciliation Debit & Credit Advices.

BOULOGNE OFFICE.

During Lieut. Kemp's absence on leave I took the opportunity of spending a fortnight in this Office and found everything very satisfactory. Of late the Office has been rather short-staffed owing to sickness and other causes. L/Sergt. Stedman was detained in London for about one month on special duty and we also lost the services of Corporal Perrett, who has been transferred to War Records Section.

It is pleasing to note that our Office at Boulogne is regarded not only as a Pay Office, but as a centre where information on other matters can be obtained by members of the A.I.F. who may find themselves in need of same. Being so conveniently situated, Lieut. Kemp is often able to render assistance to Officers and other ranks passing through which is greatly appreciated.

PARIS OFFICE.

As already advised, this Office has been moved to the Hotel D'Iena, Place D'Iena, and the Paymaster reports that the new premises are commodious and although not so conveniently situated as previously, are easily reached by either Metropolitan (Underground) Railway or Street Car.

/A separate

PARIS OFFICE (continued)

A separate Statement of Transactions is attached which shews that the number of payments made during the month was 1576, amounting to 315,715 francs, and the number of arrivals, 739.

STAFF.

During my absence at Boulogne, Captain Kaighin, Relieving Paymaster, carried on at Australian Corps.

On the 30th instant Lieut. Lawless proceeded to 1st Division to relieve Captain Heley who was required in London on special duty.

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Captain.  
Paymaster, A. I. F.  
Attd. Aust. Corps Headquarters.

INSTRUCTIONS TO PAY SERGEANTSCONFIDENTIAL.Recovery of Overpayments.

This instruction is in addition to that recently issued in connection with the Recovery of Separation Allowances, and must not be taken to contradict or supersede the latter in the cases dealt with therein.

Investigation has disclosed the fact that in some cases serious overpayments, other than those connected with Separation Allowance have occurred for which the soldiers were responsible in a slight degree only or not at all.

The following principles will therefore govern the action to be taken for recovery of such payments in future:-

(1) The amount may be debited to soldier's active pay account if there is evidence of fraud or culpable negligence on his part, or if the overpayment is trifling, also where the allotment has not been shown in the soldier's paybook but he nevertheless authorised its payment by signing an allotment form or otherwise consented to it. Should this debit result in his account showing an overdraft his drawings will be restricted as heretofore, i.e. - to 3/6 per week in the case of a Private.

(2) Where the overpayment has occurred through a departmental mistake and in opposition to the soldier's wish (i.e. if there is evidence of hostility between the soldier and the payee, such as a refusal to make an allotment, or directions that one already in existence be cancelled, and yet the allotment continued in operation) the soldier not being responsible in any way for the overpayment, the matter should be referred to the Chief Paymaster. Such cases should not be numerous, and the facts must be as fully established as possible. Each case however, should be dealt with on its merits, and hard and fast rules cannot be laid down.

The principle that the entry in the soldier's paybook must be made before a protest will be entertained should be strictly enforced in all cases dealt with under (1). If a soldier considers that he has been unjustly treated, he may make a written complaint to this effect. Such protests should not be invited, but if made must receive careful consideration. It will be advisable for Pay Sergeants to give soldiers as much assistance as possible when a protest is to be made, in order that the reasons for dissatisfaction

may be clearly and concisely stated. Valid objections cannot be disregarded, but the forwarding of complaints which do not raise any doubt of the soldier's liability or the accuracy of the amount stated to have been paid should be discouraged.

In certain cases soldier's paybooks now show overdrafts which have been caused by adjustments which in turn were necessitated by overpayments for which the soldier was not directly responsible. Others will be placed in the same position through adjustments about to be made.

It is not proposed to transfer these debit balances to No. 2 accounts unless the soldiers definitely request that this be done. The men may nevertheless be entitled to the more liberal drawing rates, and in cases now being adjusted the necessary instructions are being issued when directions for amending the paybooks are given.

Should any cases come under your notice in which the soldier's drawings are subject to more severe restrictions than are justified in view of the foregoing (i.e. 3/6 per week in case of a private or seq.) they may be submitted to the Chief Paymaster for reconsideration.

*W. Evans*

Chief Paymaster.

Chief Pay Office.  
6.6.18.

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TO: ALL PAYMASTERS IN FRANCE  
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225 RATES OF EXCHANGE

Rates of Exchange for the Month of July have been fixed as follows:

FRANCE - 5 Francs equals Three shillings and eightpence.

English money received by you from the Post Office will be calculated at 27.27 Francs to the Pound sterling.

ITALY - 5 Lire equal Two shillings and threepence.

226 COST OF CABLES RE ALLOTMENTS

Defence have decided that the cost of Cables to Australia re Allotment matters which need a reply is to be Thirty shillings (30/-), and those which do not need a reply, Fifteen shillings (15/-). These reduced rates take effect from 1st July 1918.

This intimation cancels previous instructions with regard to the old rates of £2.10. 0 and £1. 5. 0.

227 A.I.F. SOLDIERS' DEPENDENTS' FUND

Further to Instruction No 205 of 5/6/18, in cases where this Allowance is in operation, the following action will be necessary.

The Chief Paymaster, A.I.F. will issue Advices to the Field of all Allowances being paid (a pro-forma copy of this form of Advice is attached). The counterfoil of this form will be returned to the Chief Paymaster after the necessary action has been taken.

It is desired that this Allowance to the Wife be noted on Page 16 of the paybooks of the respective soldiers and treated similarly to Separation Allowance.

The Pay Sergeants will note the Dependents' name in the soldier's paybook (noting that same agree with the allottee's Name) also the daily rate of allowance, and commencing date.

Upon Promption of the soldier, it will be necessary to obtain an increased Allotment to cover such Allowance (vide Para. 59 of Instructions to Pay Representatives of 1/3/18)

Please arrange that instructions be issued to all Pay Sergeants under your administration, accordingly.

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228. TRUST ACCOUNTS

In all cases where a new Account of Regimental Funds for a Unit under your supervision is opened, and a Passbook issued, please note that it is necessary to advise London immediately informing them of the full designation of the Unit which will operate on the Account. Difficulties have been experienced where this information has not been furnished on account of it not being discernable as to whether an Item appearing on the Trust A/c Schedule relates to an existing Account or to one that has been newly opened.

229. IMPERIAL ACQUITTANCE ROLLS

The Command Paymaster, Base, B.E.F. complains that the number of discrepancies and omissions in the compilation of Acquittance Rolls received from the Field is considerable. Carelessness in this connection throws a deal of extra work on our Base Pay Office, owing to the Imperial Authorities rejecting such Rolls on account of insufficient information.

Your attention is called to the necessity of ensuring that the following points are borne in mind when compiling Other Government Acquittance Rolls:

Separate Acquittance rolls to be used for each distinct unit.

"Regular" and "Territorial" soldiers' payments to be made on separate acquittance rolls.

Acquittance rolls are only to be signed by a Commissioned Officer.

In the case of A.S.C. - Acquittance rolls must be compiled separately for:

1. A.S.C.
2. Horse Supply & Labour
3. A.S.C. M.T.

The full designation of all Units must be given.

Regimental Numbers always to be furnished.

To afford assistance in the compilation of these rolls attached please find a copy of ".B.E.F. Units" together with the situation of their Home Paymasters.

*Francis Landa*

3/7/18.

Captain  
Paymaster, A.I.F.  
Att. Aust Corps.



Paymaster's Office, A.I.F.  
Att. Aust Corps.  
8/7/18.

TO: ALL PAYMASTERS IN FRANCE  
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230. LEDGER BOX UNIT GUIDE

The amended Unit Guide published in the Handbook "Instructions to Pay Representatives" will be observed henceforth in the compilation of Acquittance Rolls.

231. PAY LEDGER CREDITS

Amounts deposited in the field to the Credit of Pay Ledger Accounts will be accepted by the Paymasters on the following conditions:-

- (1) Only one withdrawal against the amount will be permitted the balance to be drawn on production of Leave Warrant irrespective of the state of the Pay Ledger A/c.
- (2) Payments against these credits will be made only at Divisional Paymaster's Office - Imprest Holders are not permitted to make Advances against them.

A special form of receipt will be printed at an early date, embodying these conditions, but meantime, a slip should be gummed to every receipt issued.

232. SENTENCES OF IMPRISONMENT - PROCEDURE REGARDING PAYBOOKS

At a Conference of Divisional Paymasters held on the 5th instant, the following procedure was decided upon:-

- (1) Each Paymaster to keep a Register of all Sentences by Court Martial, particulars of which will be obtained from D. H. Q.
- (2)
  - (a) Pay Sergeants of Units to do their utmost to obtain possession of soldiers' paybooks, prior to the holding of the Court Martial.
  - (b) Where the Sentence is under ninety days, the necessary entry of forfeiture will be made therein, and particulars of same shown on the A.F. B 2069 in accordance with A.I.F. Order No 558.
  - (c) Where the Sentence is one exceeding 90 days, the paybook will be forwarded to Divisional Paymaster together with full particulars.
  - (d) If paybook is unobtainable the Pay Sergeant will obtain a Declaration of Loss on the prescribed form and failing that, will forward a statement giving the reason why same could not be obtained.
- (3) The Paymaster, A.I.F. Aust Corps will arrange to have all paybooks in possession of men on arrival

at Field Punishment Compound, forwarded to him, and on receipt, these will be despatched to Paymasters concerned for necessary action.

- (3) Advices in the following form will be forwarded by the Divisional Paymasters to the Paymaster, A.I.F. Rouen in respect of each soldier sentenced to a term of imprisonment exceeding 90 Days.

Australian Paymaster,  
ROUEN

No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Unit \_\_\_\_\_

has been awarded sentence as under, vide A.F. B.2069 of \_\_\_\_\_

A.W.L. (if any) \_\_\_\_\_

Awaiting Trial \_\_\_\_\_

Sentence \_\_\_\_\_

Total Forfeitures \_\_\_\_\_

Paybook herewith/or unobtainable  
D.O.L. (stating reason)

-----  
For use in Rouen Office

C. P. M. advised \_\_\_\_\_

Remission (if any) \_\_\_\_\_

Net Forfeiture entered in Paybook \_\_\_\_\_

Disposal of Paybook \_\_\_\_\_

- (4) The Paymaster, Rouen, will file the Advices and Paybooks in alphabetical order, and will forward a weekly Summary of these Advices to the Chief Paymaster, so that necessary action may be taken regarding Allotment, but no reduction or cancellation will be shown in paybook until the soldier is released and the allotment re-instated (if necessary).
- (5) When a soldier is released, either on completion of Sentence, or upon remission, and rejoins his Unit, the Paymaster concerned will make application to Rouen for return of paybook. If, upon reference to his Register, the Paymaster finds that neither a Paybook nor

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nor a D. O. L. has been forwarded to Rouen in respect of the soldier concerned, he will take steps to have one completed and forwarded. Before despatching paybook, the Paymaster, Rouen, will enter therein the total forfeiture after deducting remission (if any) which will be ascertained at Records, 3rd Echelon. If no paybook is held, the D.O.L. will be forwarded to the Chief Paymaster, A.I.F. with particulars of sentence and remission endorsed thereon, and requesting the latter to forward a Duplicate Paybook direct. to Paymaster concerned.

233. STOLEN PAYBOOKS

The undermentioned paybooks have been stolen:

P.B.No 116911	issued to 849 Pridham C.	43rd Batta
141632	Mjr A R Cox	14th Batta
194705	Lieut.L.G.Stevens	do do

Please keep a sharp look out for same and if presentation be made to you, retain and take necessary action.

*Stanshard*

Captain  
Paymaster, A.I.F.  
Att.Aust Corps.

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Appendix

Paymaster's Office, A.I.F.  
Attd. Australian Corps  
19th July, 1918.

TO: ALL PAY SERGEANTS  
ATTD. AUSTR. CORPS.  
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365. Soldiers sentenced by Court Martial.

It is necessary that Paybooks of all men sentenced to terms of imprisonment exceeding 90 days be forwarded to this Office. In future, you will endeavour to obtain possession of the Paybook when a Court Martial has been convened and hold same until promulgation of sentence. It should then be forwarded to me together with particulars of sentence. If the Paybook or D.C.L. cannot be obtained you will send advice of the sentence and a statement giving reason for the absence of Paybook.

The advice will be in the following form:-

Paybook No.	Name	Unit	Sentence	Date of A.I.F. 2069	Statement re Paybook.
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366. Recovery of Overpayments.

Attached you will find revised confidential instructions issued by the Chief Paymaster relative to the above.

367. Ledger Box Unit Guide.

The amended Unit Guide published in the Handbook "Instructions to Pay Representatives" will be observed henceforth in the compilation of Acquittance Rolls.

368. Pay Ledger Credits.

Amounts deposited in the field to the credit of Pay Ledger Accounts will only be accepted by Paymasters on the following conditions:-

- (1) Only one withdrawal against the amount will be permitted the balance to be drawn on production of Leave Warrant irrespective of the state of the Pay Ledger Account.

P.T.C.

4. Pay Ledger Credits (continued)

(2) Payments against those credits will be made only at Divisional Paymasters or this Office Imprest Holders are not permitted to make advances against them.

369. A.I.F. Soldiers' Dependents Fund.

The object of this Fund is to relieve distress amongst the wives in England of Australian Soldiers.

Assistance is granted upon practically the same basis as Separation Allowance in Australia, but naturally is not granted in the case of every application for relief received.

Applications for benefit under this Fund should be addressed by either the soldier or his wife - in the case of the former to this Office and in the case of the latter to -

The Chairman of Board  
A.I.F. Soldiers' Dependents Fund  
A.I.F. Headquarters  
130 Horseferry Road, London.S. '1

Each application is considered upon its merits and relief granted or not according to circumstances. For your information an Application Form is attached.

Allowances are made on similar scale to those granted in Australia, viz., 10/- per week for wife, 12/6d for wife and child, 15/- for wife and two children, 17/6d for wife and three children, 21 for wife and four children, 22/6d for wife and five children and 25/- for wife and six children.

Should this allowance be paid to the wife of a soldier in your unit same must be noted on Page 16 of his Paybook and treated similarly to Separation Allowance. You will also note the Dependant's name in the soldier's Paybook (noting that same agrees with the allottee's name) also the daily rate of allowance and commencing date.

Upon promotion of the soldier it will be necessary to obtain an increased allotment to cover such allowance.

370. Stolen Paybooks.

The undermentioned Paybooks have been stolen.

- P.B. 116911 - No.849 Pridham, C. 43rd Battalion
- 141632 Major Cox, A.R. 14th "
- 194705 Lieut. L.G.Stevens " "
- 59191 1695 Russell, W 59th "

(This Paybook was either lost or stolen from 1st A.D.H. Bulford, England)

Please keep a sharp lookout for same and if presentation be made to you retain and take necessary action.

RECEIVED  
1946. 12. 16. 10. 30 AM

## Appendix

371 7. Cost of Cables re Allotments.

Defence have decided that the cost of cables to Australia re allotment matters which need a reply is to be Thirty shillings (30/-) and those which do not need a reply, Fifteen shillings (15/-). These reduced rates take effect from 1st July, 1918.

This intimation cancels previous instructions with regard to the old rates of £2.10.0 and £1.5.0

372 8. Imperial Acquittance Rolls.

Your attention is called to the necessity of ensuring that the following points are borne in mind when compiling Other Government Acquittance Rolls:-

Separate Acquittance Rolls to be used for each distinct Unit.

"Regular" and "Territorial" soldiers' payments to be made on separate Acquittance Rolls.

Acquittance Rolls are only to be signed by a Commissioned Officer.

In the case of A.S.C. - Acquittance Rolls must be compiled separately for

1. A.S.C.
2. Horse Supply & Labour.
3. A.S.C. H.T.

The full designation of all Units must be given.

Regimental Numbers always to be furnished.

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Kindly acknowledge receipt of these Instructions.

*Manshand*  
Captain.  
Paymaster, A. I. F.  
Attd. Aust. Corps Headquarters.

PAYMASTER'S OFFICE, A.I.F.  
Attd. Australian Corps.  
15th July, 1918.

TO: ALL PAYMASTERS IN FRANCE.

234. EXTRA FIELD ALLOWANCE.

(a) Reference Paymaster's Instruction No. 224 of 21st ultimo. The same instruction applies regarding Field Allowance to Adjutants under A.I.F. Order 781, which will not be payable for any period during which Travelling or Subsistence Allowance has been paid or is being payable.

(b) In submitting receipted claims for the additional Field Allowance in support of your Field Return it is necessary to have the total amount of claim written in words opposite the total in figures, otherwise the vouchers do not comply with Treasury Regulations.

235. REGIMENTAL TRUST FUNDS.

In future when forwarding Schedules of Receipts to London on account of these Funds it will be necessary to show the amount of balance disclosed by Passbook in the same manner as withdrawals.

236. STOLEN PAYBOOKS.

Paybook No. 59191 in favour of No. 1695 Pte Russell, W. 59th Battalion has been lost - probably stolen - from 1st A.D.H. Bulford, England.

Please keep sharp lookout for same and if presentation be made to you retain and take necessary action.

237. RETURN OF OLD PAYBOOKS.

Reference A.I.F. Order 1292 of 9th instant, for the future no old Paybooks will be forwarded to France, excepting under special requisition from Paymasters in cases where it is deemed necessary to produce same in settlement of a query.

*Manohar* Captain.  
Paymaster, A. I. F.  
Attd. Aust. Corps Headquarters.

PAYMASTER'S OFFICE, A.I.F.  
 ATTD. AUSTRALIAN CORPS.  
 15th July, 1918.

TO: ALL PAY SERGEANTS.  
 Attd. Australian Corps.

373. EXTRA FIELD ALLOWANCE UNDER A.I.F. ORDERS 720 & 781.

This allowance is not payable for any period during which Travelling or Subsistence Allowance has been paid or is payable. It will however, be paid for the day of leaving and day of return to the Headquarters. In future when submitting these Monthly Claims it will be necessary for the Officer to attach a certificate stating that no Travelling or Subsistence Allowance has been claimed for the period covered by the claim.

To comply with Treasury Regulations it is necessary that the amounts of these claims be written in words opposite the total in figures. Please see that this is complied with in future.

374. FORFEITURE OF PAY - VENEREAL DISEASE.

Your attention is drawn to A.I.F. Order No.1282 wherein it is provided that from 1st January, 1918, forfeiture of pay on account of V.D. will be at the rate of one-third of the full daily rate of pay. Officers will forfeit Field Allowance in addition. Entires in Paybooks will be calculated at one-third of the active daily rate, deferred pay being adjusted on discharge as formerly.

Forfeitures incurred since the 1st January and already entered in Paybooks at full rates will be adjusted by Credit Notes from Chief Paymaster. Any applications received by you in this connexion should be referred to this Office for instructions.

Captain.  
 Paymaster, A. I. F.  
 Attd. Aust. Corps Headquarters.

375. RETURN OF OLD FORM PAYBOOKS.

Your attention is called to A.I.F. Order 1292 dated 9th instant which is republished for your information:-

1. With reference to para (c) of A.I.F. Order 507 and A.I.F. Order 589 members of the A.I.F. are informed that their old Paybooks, which were withdrawn last year upon the issue of the new form of Paybook, are available for return to them.
2. It has been decided not to forward the old Paybooks for distribution in the field, as originally intended, but members when in London, on leave or otherwise, may obtain them upon personal application to the Reconciliation Sub-Section of the Chief Pay Office, Church House, Great Smith Street, Westminster S.W.1. The old Paybooks of members who are discharged abroad or who are returning to Australia, will be returned to them as formerly.



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Appendix

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Appendix

"3. The Paybooks are present in use, which will shortly be withdrawn and replaced by a new issue, will also be returnable to members on a date to be notified later.

(Authority D.A.G. A.I.F. 26/363 of 3.7.18)

All applications received by you for return of old Paybooks should be advised in terms of this Order. Except in special cases where it is deemed necessary by me to be necessary to produce same in settlement of a query no old Paybook will be forwarded to France.

*Handwritten signature: Manshand*

Capt.

PAYMASTER, A.I.F.  
AUSTRALIAN COMMS. H.Q.

*[Faint, mirrored text from the reverse side of the page, including phrases like "Your attention is called to A.I.F. Order No. 1232" and "The old paybooks, which were withdrawn last year..."]*

PAYMASTERS OFFICE, A.I.F.  
Attached Australian Corps.

19th July, 1918

TO: ALL PAYMASTERS IN FRANCE.

238. A.I.F. ORDER 1282 - FORFEITURE OF PAY - V.D.

The Chief Pay Office (LOF) is preparing Credit Notes for adjustments necessary under this Order. In the meantime however, applications will be made to you by Officers and soldiers concerned for their paybooks to be adjusted.

The Chief Paymaster has authorised the making of these adjusting entries in anticipation of the Credit Advice only upon application being made by or on behalf of the soldiers concerned. A scale is attached hereto shewing the amounts to be credited in respect of debits for the various daily rates of pay :-

Private receives credit at rate of						3/4d	a day.
Driver	"	"	"	"	"	4/-	"
" M.T.	"	"	"	"	"	4/8	"
2/Cpl. Bombardier	"	"	"	"	"	5/-	"
Corporal	"	"	"	"	"	5/8d	"
Sergeant	"	"	"	"	"	5/8	"
C.Q.M.S. etc.	"	"	"	"	"	6/4	"
C.S.M. S/Sgt. etc	"	"	"	"	"	6/8	"
W.O. l.	"	"	"	"	"	7/8	"
Lieutenant	"	"	"	"	"	9/8	"
Captain	"	"	"	"	"	12/8	"
Major	"	"	"	"	"	£1.1.8	"

In connexion with all credit entries made by members of your staff the following particulars will immediately be advised to Chief Paymaster:-

- (a) Regimental particulars.
- (b) Paybook No.
- (c) Amount debited.
- (d) Debit Note number or other authority
- (e) Period of stoppage and rate of pay
- (f) Amount credited.

In the case of a soldier admitted to Hospital on say, the 20th December, 1917 and discharged on 20th January, 1918 credit will be given him for the period 1st to 20th January.

It has been arranged that immediately upon receipt of advice from the Divisional Paymaster that certain credit entries have been made in Paybook, the Section entrusted with the preparation of Credit Notes will specially deal with these cases so that the Pay Ledger Card will be immediately brought into line with the Paybook and so obviate any confusion should the soldier desire to remit any credit which may arise as a result.

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237 (continued)

When Credit Advices are received the greatest care must be exercised by Pay Sergeants, firstly to ensure that credit has not already been given and secondly, to see that the original debit has actually been made. In the event of the debit not appearing in soldier's Paybook the correct entry will be made from particulars contained in the Credit Advice which will also be sufficient authority for same.

*Hanshard*

Captain.  
Paymaster, A. I. F.  
Attd. Australian Corps Headquarters.

Paymaster's Office, A.I.F.  
Attd. Australian Corps H.Q.  
24th July, 1918.

TO: ALL PAYMASTERS IN FRANCE.  
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239. INDIAN CURRENCY NOTES.

For your information the following is copy of a Circular issued by the Paymaster-in-Chief B.E.F. in connexion with the above:-

"The following announcement appears in the daily papers"

" Certain 1-Rupce, 5-Rupce and 10-Rupce Notes of the Government of India intended to be put into ~~circulation~~ circulation in India are being washed ashore on the South Coast of England. The notes have not yet been issued as required by law. They are of no value as notes, and will not be paid or honoured by the Government of India. Their import into India by post or otherwise will be prevented by the Government of India who have full particulars.

THE PUBLIC ARE HEREBY WARNED AGAINST RECEIVING OR ATTEMPTING TO MAKE USE OF THEM

Finders should send them at once to the nearest Police Naval or Customs authority and should furnish their names and addresses."

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You will now be on your guard against any attempt to negotiate these notes through your Office.

240. RE PAY OF AUSTRALIAN PRISONERS OF WAR.


The Chief Paymaster has advised that the Paybooks of members of the A.I.F. who may escape from internment in Germany are to be forwarded to London for audit. When sending same their nature should be pointed out so that expeditious action can be given them on receipt there.

Should such a case come under your notice and the soldier concerns requires an advance of pay, this may be made but only in accordance with the restricted rates in vogue. The Paybook will then be forwarded by you to London for audit.

241. PAYBOOKS STOLEN.

The Chief Paymaster advises that Paybook No. 15990 in favour of No. 5002 B.R.Sgt. Evans, B. 28th Battalion (5th Training Battalion) has been stolen.

Please take the necessary precautions to prevent any illegal operations on this Paybook.

  
Captain.  
Paymaster, A. I. F.  
Attd. Aust. Corps Headquarters.

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*Warrant*

Ref.No.

PAYMASTER, A.I.F.,

ATTD. AUSTR. CORPS H.Q.,

26th July 1918.



TO: ALL PAYMASTERS IN FRANCE.

245. TRAVELLING ALLOWANCE RATES - WARRANT OFFICERS.

It will be noted in Amendments to War Financial Regulations, (page 8 of C.P.M.'s Financial Circular No. 20 of 20th June 1918) that Travelling Allowance to W/O's is shown as 9/- per diem.

I have written to the Chief Paymaster but, in the meantime, this should be altered to 10/- to conform with A.I.F. Orders.

*Parishard*

Captain,  
Paymaster, A.I.F.,  
Attd. Aust. Corps Headquarters.

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*War Diary*  
 Paymaster's Office, A.I.F.,  
 Attd. Australian Corps H.Q.

26th July 1918.

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TO: ALL PAYMASTERS IN FRANCE.

242. ISSUE OF NEW PAYBOOKS.

The following instructions are to be read in conjunction with, or amending where necessary, those already issued.

(1) General

- (a) The issue will be commenced immediately the books are received.
- (b) A Central Store has been arranged for, at which all paybooks for troops in Aust. Corps will be assembled. This store will be in the vicinity of the Aust. Corps Reinforcements Camp, and its exact location will be notified later.
- (c) A Circular<sup>y</sup> has been issued by Headquarters, A.I.F., to all units, requesting that every assistance be afforded the Paymaster and his staff in the accomplishment of the work.

(2) Detailed Instructions.

- (a) The instructions regarding the extraction of total number of days forfeiture is hereby cancelled, and the printed line for the insertion of this entry may be disregarded.
- (b) Irrespective of date of issue, when carrying forward total credits the earnings will be computed to 31st July in all cases, and the date of next commencing credit (i.e., 1st August) will be inserted on the next line.
- (c) Officers' paybooks need not show undrawn cash deposits.
- (d) Serial number of new paybook will be noted on the inside of back cover of the old one.
- (e) All old paybooks will be returned to London in "Register Sheet" order, as opportunity offers.

243. CASH.

(1) Control.

- (a) When it is necessary for the Cashier to be absent from the office, he will issue an advance a/c to the N.C.O. remaining in charge, who will account for same on the Cashier's return. This will ensure that only one person is handling the cash at any one time, and is the surest way of defining responsibility.
- (b) All cash differences in excess of 15 francs, either over or short, will in future be reported to this office, giving the following particulars:-

- (a) Name of Cashier.
- (b) Particulars of discrepancy.
- (c) How adjusted.
- (d) Remarks of Paymaster.

~~(2)~~  
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CUSTODY.

In each Divisional Paymaster's Office, either the Officer or W/O., together with 2 other members of the staff, will sleep in the same room in which the cash is held.

*Stansland*

Captain,  
Paymaster, A.I.F.,  
Attd. Aust. Corps Headquarters.

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COPY.

PERIOD 30.6.1918-27.7.1918.

Paymaster, Paris.

MONTHLY STATEMENT.

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Number of arrivals.  
(excluding Officers)

739.

Number of men paid.

1576.

Amount in francs paid.

315,715 francs.

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(sgd) J.A.Bird, Lieut.  
Paymaster, A.I.F. Paris.

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Appendix

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PAYMASTER, PARIS.  
Lieut. J.A.Bird.

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MONTHLY STATEMENT - PERIOD 30.6.18 - 27.7.18.

RECEIPTS.	FRANCS.	£	s	d.	PAYMENTS.	FRANCS.	£	s	d.
Balance carried forward.	258833	9490	: 10.	11	Acquittance Rolls -30.6.18- 27.7.1918.	315715	11576	: 4	4
Advance Aust. Paymaster Boulogne.	300000	11000	: 0.	0	<u>Claims.</u>				
					Travelling.	249	9.	2.	7
Credit to Pay Accounts.	625.25.	22	: 18.	6	Ration.	216.	29.	18.	5
Sundries.	1127.60.	41.	6.	11.	Commonwealth Bank Warrants.	272.70	10.	0.	0
					<u>Balance.</u>				
					Cash on hand.	43135.15.	1585.	12.	5
					Bank.	199998.	7333.	5.	3
	560585.85.	20554.	16.	4.		560585.85.	20554.	16.	4

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MONTHLY STATISTICAL REPORT

JULY - 1918

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	Aust Corps Pay Office	1st Divn	2nd Divn	3rd Divn	4th Divn	5th Divn	Rouen Office	Havre Office	Boulogne Office	TOTAL
War Savings Certificates	-	3 £ 300	2 £215.	-	-	1 £5.	-	1 £29	1 £34	7 £583
Sub-Imprest A/cs	33	68	57	59	55	57	14	-	59	402
do do Balances Out- standing at end of Month	18	6		6	4		4		33	71
Dr & Cr Advices dealt with	1720	121 8	2100	5021	2957	2455	237	411	1435	17554
Letters Received	2371	4600	2200	2765	2781	4013	4416	3031	3798	29975
Letters Despatched	2546	4800	2350	2318	2952	4125	3279	2968	3722	29060
Allotments dealt with	69	651	180	150	132	154	7	167	250	1760

Captain  
Paymaster, A.I.F. Att. Aust C

orps

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MONTHLY REPORT - JULY 1918.

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R E C E I P T S

	P'mr Aust Corps	1st Aust Divn	2nd Aust Divn	3rd Aust Divn	4th Aust Divn	5th Aust Divn	Rouen Office	Havre Office	Boulogne Office	Total
Balance Forward	109879 14 10	13977 10 11	226 15 7	3049 11 9	4757 17 2	22197 2 1	4340 11 9	3395 7 4	218997 14 8	380822 6 1
Advances	293333 6 8	88000	53166 13 4	56888 6 8	71555	22000	9166 13 4	33000	330000	957055
Post Office Remittances	7312 14 3	1263 18 7	3537 0 3	2606 8 4	2237 1 4	1129 14 8			seen	18086 17 5
Credits to P.L. A/cs	1551 15 9	5387 7 10	4244 13 11	2080 7 4	3594 17 11	3977 8 5	126 4 4	727 6 9		21690 2 3
Cash in Effects	14 15 3	84 15 7	89 3 6	84 0 8	93 18 8	176 5 1	136 7 4		21 13 3	700 18 4
Trust A/c Receipts	441 15 3	2871 13 7	1991 5 11	1783 9 5	1231 3 1	1996 1 4	28 7 2	431 0 11	624 19 11	11399 16 7
Cash Remittances	70	256 10 4	60 2 4	44	82 15 10	231 3 4			66 3 4	810 15 2
Sundry Receipts	9654 14 5	125 5 0	95 0 2	10 17 1	202 0 7	316 2 11			65418 1 3	75822 1 5
Conversion	1						10	7 0	5 0	13 10
<b>TOTAL</b>	<b>422258 17 5</b>	<b>111967 1 10</b>	<b>63410 15 0</b>	<b>66492 1 3</b>	<b>83754 14 7</b>	<b>52023 17 10</b>	<b>13798 4 9</b>	<b>37554 2 0</b>	<b>615128 17</b>	<b>51466388 12 1</b>

E X P E N D I T U R E

Advances to Div. P'mrs	205363 2 3			4036 6 8	7370 15 2	1283 6 8			455367 18 4	673471 9 1
Aust. Acquittance Rolls	28076 11 4	90801 14	47707	38547 6 0	68000 3 4	45675 11 8	8089 3 4	24795 5 8	30918 19 11	382611 15 3
Other Govt. Rolls	1063 3 0	359 17 8	321 15 0	514 8 8		295 3 4	116 19 4	4 8 0	8151 5 10	10827 10
Advances to B.E.F.	48495 10 4	345 11 8	798 4 8	193 1 9	464 11 4	198				50494 19 9
Trust A/c Expenditure	411 7 9	2684 13 6	928 3 5	926 14 8	1098 12 8	1350 12 4	110	36 8 2	276 18 3	7823 10 9
Bills	75 6 4	23 12 1		145 12 10	15 6 8	23 9 4	2085 6 1		690 17 4	3059 10 8
Comm. Bank Warrants	1016 14 4	3009 5 3	1560 8 0	1006 14 7	1746 11 6	1496 3 9	347 2 1	1007 19 2	1573 12 0	12764 10 8
Sundry Expenditure	8180 17 1	663 9 9	9424 11 8	272 1 1	393 14 2	446 0 6	2 4 8	141 3 4	3255 0 9	22779 3
Conversion		2 3		1 8		1 7			2	3 9
Balance Forward	129576 5	14078 15 8	2670 12 3	20799 13 4	4664 18 2	1255 10 3	3047 9 3	11568 17 6	114894 1 3	302556 2 8
<b>TOTAL</b>	<b>422258 17 5</b>	<b>111967 1 10</b>	<b>63410 15 0</b>	<b>66492 1 3</b>	<b>83754 14 7</b>	<b>52023 17 10</b>	<b>13798 4 9</b>	<b>37554 2 0</b>	<b>615128 17</b>	<b>51466388 12 1</b>

*Stanford*

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A.I.F. PAY OFFICE ATT. AUST CORPS  
-----STATISTICAL INFORMATION - JULY 1918  
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War Savings Certificates	-	Nil.
Letters Received	-	2371
Letters Despatched	-	2546
Dr & Cr Advices received & dealt with.	-	1720
<sup>A</sup> Allotments dealt with.	-	69
No of Imprest A/cs at end of month.	-	33
No of Imprest A/cs on which balances are outstanding at end of period.	-	18.

*H. S. Knight*

Captain

Paymaster, A.I.F.  
Att. Aust Corps.

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AUSTRALIAN IMPERIAL FORCE

A.I.F. Soldiers' Dependents Fund,  
A.I.F. Headquarters,  
130 Horseferry Road,  
London, S.W. 1.

TC/

Paymaster,

re No

Please note on Page 16 of the above soldier's paybook that an  
Allowance of \_\_\_\_\_ per diem, commencing from \_\_\_\_\_  
has been granted from the above Fund to \_\_\_\_\_

Lieut.

For Chief Paymaster, A.I.F.

Dependent's Name \_\_\_\_\_

Case No \_\_\_\_\_

Regtl. No \_\_\_\_\_

I hereby certify that particulars of the allowance from  
the A.I.F. Soldiers' Dependents Fund to above Soldier's wife has  
been noted on page 16 of Paybook No \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

(This counterfoil to be detached upon completion and  
returned to:

The Chief Paymaster,  
A.I.F.  
LONDON)