

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

Pay

Item number: 5/2/7

Title: Paymaster, Australian Corps

April 1918



AWM4-5/2/7

APPENDIX X

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

PAYMASTER A.I.F.
AUST. CORPS. H.Q.
Ref. No 111/1
Date 7.5.1918

MONTHLY REPORT NO.9 -----

Herewith for your consideration my Monthly Report for April together with usual statistical returns.

During the early part of the month under review your representatives in the field were considerably hampered in carrying out their duties. Owing to the Military situation constant moves were necessary which necessitated the reduction of office gear and equipment to an absolute minimum and everything which might be regarded as surplus had to be either abandoned or stored. Notwithstanding these difficulties all Paymasters were able to transact business as usual with just a temporary cessation. On the 6th instant I wrote requesting you to hold all correspondence other than urgent matters but by the 20th idem it was considered by all Paymasters that they were in a position to deal with the majority of files although perhaps not so expeditiously as under normal conditions. With reference to this the Paymaster, 2nd Division comments as follows:-

"A pleasing feature throughout the whole of these movements was the efforts made by Pay Sergeants to keep in touch with this Office, and, notwithstanding the difficulties with which they would necessarily meet in dealing with correspondence etc, they are, excepting in one case, up to date."

1. TRANSPORT. Without wishing to labour the point, after the experiences of the past month, I am more than ever convinced of the absolute necessity for each Paymaster to be provided with independent means of transport. It would mean so much to him if he were able to work quite independently of others both during normal operations and particularly at times of sudden moves. It is not always possible to arrange that only small sums are held at such times, and it may be that when a sudden move is ordered, he would find himself with a large sum on hand which has to be transported with as little risk as possible.
2. PAYMENT OF TROOPS. It is gratifying to note that notwithstanding the unsettled conditions of the past month, with the exception of those units detached with British formations, pay has been issued although perhaps at less regular intervals than usual, and only a few advances remained unacquitted at the closing of each Paymaster's Return.

With respect to the pay facilities of the A.I.F. in the field, one cannot help but draw a comparison between it and the British system where such seemingly inadequate arrangements are in vogue. We have been besieged with applications for advances from British Officers and Imprest Holders in consequence of there being so few British Field Cashiers in

the vicinity but as the Paymaster-in-Chief intimated to me that it was not necessary for us to advance to units other than those attached to the Australian Corps, instructions were issued accordingly to all Paymasters.

There has been a considerable number of Imperial Units under Australian Corps Administration and these have all been paid either from my office or the Heavy Artillery Headquarters at Montigny where pay is issued once a week to meet the convenience of units in Forward Areas.

3. SEPARATION ALLOWANCE:

(a) Increase of-

Advices were received during the month of the increase in rates of above to take effect from the 5th instant.

Without wishing to criticise unnecessarily the action of higher officials, I consider that the Defence Department is considering too much the welfare of the soldiers dependents and in doing so, is evidently losing sight of the hardship occasioned to the soldier himself by this liberal treatment of his dependents. It has been proved conclusively by experience that one shilling per day is less than sufficient for a Private to draw; yet should he be a married man with several children he is no better off on promotion. As pointed out by the Paymaster, 2nd Division it cannot be wondered at if he declines to accept the added responsibility which carries no compensation in the way of increased pay.

(b) Overpayments.

The Paymaster, 3rd Division comments as follows:-

"The new system with regard to the recovery of Separation Allowance will be the means of removing to a very large extent the feeling of discontent and sense of injustice done which, in many cases, had a detrimental effect on the efficiency of those concerned when these overpayments were dealt with under the old system."

Pay Sergeants and others have been advised and instructed in the new method of recovery and it is anticipated that same will work satisfactorily. The only difficulty that I can see in the system is the question of discrepancies between Paybook and Ledger Card. I have already written you on the subject of reconciling all Ledger accounts before sending these advices and trust that a special effort may be made to accomplish this.

4. TYPEWRITERS. I am pleased to note that each Paymaster is now in possession of a Typewriter which greatly facilitates the working of his Office.

5. BALANCE OF ACCOUNTS AT RE-EMBARKATION. I desire to draw your attention to the remarks of Paymaster, 3rd Division, under this heading:-

"Much difficulty is experienced in dealing with these advices. It would greatly facilitate matters if the Chief Pay Office supplied in each case full particulars and details showing how the amount of each advice is arrived at. In numerous instances

5. BALANCE OF ACCOUNTS AT RE-EMBARKATION (Continued)

"the most meagre details are supplied, and under the circumstances no exception can be taken when a C.O. upholds a soldier's objection to the amount being entered in the latter's Paybook"

It seems from correspondence I have received that the chief difficulty of these accounts arises through the old Paybook being in possession of the District Paymaster in Australia. Could it not be arranged for the old Paybook to accompany the Debit Note from Australia so that you may be enabled to reconcile with figures supplied and furnish soldier concerned with a full statement?

6. BANK WARRANTS. The experiences of the past month have not popularised the present system of dealing with these warrants, but I intend to go fully into this matter when next visiting your Headquarters.
7. PARIS OFFICE was temporarily closed on the 12th instant.
8. ROUEN & HAVRE OFFICES. Under Captain W.H. Kaighin's administration both these Offices are running smoothly. On the 12th instant Lieut. J.A. Bird and his staff were temporarily attached to Rouen Office on the closing of Paris Office and will remain there pending the resumption of Paris Leave.
9. BOULOGNE OFFICE. You will see by the Paymaster's report that the members of his staff are now accommodated in Government billets and are drawing Government rations. I took the first opportunity of inspecting these quarters and am convinced that when all their requirements in the way of fittings are met the new arrangement will be perfectly satisfactory to all concerned.
10. NO.17 CONVALESCENT CAMP (AUSTRALIAN) HAVRE.

The Paymaster, Havre, advises that this Depot has now been opened and that Australians from all other Convalescent Camps are being drafted there. A Pay Sergeant has been attached and it is anticipated that there will be a considerable improvement in the method of dealing with the pay matters of men who have been in hospital in France, now that they are collected at one centre instead of being distributed over numerous British Camps as has been the custom hitherto.

Advances are made on Imprest Account to an Officer appointed by the O.C. who will pay N.C.Os and men at the following rates:-

Privates.	20 francs fortnightly
Corporals.	40 " "
Sergeants.	50 " "

providing the necessary credit exists.

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11. STAFF:

There have been no staff changes during the month under review except the promotion to Lieutenant of the following Paymasters:-

2/Lieut. R.I. Phillips, Paymaster, 3rd Division.
2/Lieut. J.A. Bird. Paymaster, Paris.

There was also the promotion to E.R., W.O. of A/W.O., F.H. Tonkin. All these promotions were well deserved and are viewed with pleasure by all concerned.

Manchard

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

copy of
ward records

Statement of Receipts & Expenditure - Period - April 1918-

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	Ans 60/10 1/0/10	1 Ans Dn	2 Ans Dn	3 Ans Dn	4 Ans Dn	5 Ans Dn	Rouen	Waire	Boilone	Total
Balance forward	13919 12 4	209 18 4	5118 3 10	14665 8 3	281 15 8	1926 16 -	12620 4 10		241169 7 1	356571 6 4
Advances	253000	52609 6 8	45100	23833 6 8	34166	12833 6 8		23833 6 8	110000	553375 6 8
Post office Remittances	1298 16	653 17 5	1530 13 6	812 18	189 6 10	856 6 3				5341 18
Credits to P. L. Acs	3381 1 4	3267 3 9	4417 15 9	5613 13 11	1989 5 10	3938 17 8	8710 5	50712 4	61015 3	23814 2 3
Cash in Effects	51 5 5	44 16 6	22 12 8	107 16 4		42 12 6	117 2 3		3516 4	428 2
Trust Acs Receipts	1018 9 1	5367 1 7	2982 1 2	1242 9 3	668 - 2	2624 - 1	1619 3	1537 10	30116 1	14374 5
Cash Remittances	24	179 15	55			104 13 4			51 6 8	414 15
Sundry Receipts	26740 5 11	81 8 1	81 1		5017 10	234 9 2	1134 7 6		119651 18 9	147486 7 10
Conversion	5						7	1 3	5 2	7 5
	358999 17	62419 1 4	59913 7 6	46275 12 5	37345 6 4	28561 1 8	13916 4 10	24494 8 1	471821 5 4	1103806 10 6

Advances to P. L. Acs	121933 6 8			14050 19 3	504 12				273113 3 4	450602 1 3
Post Office Remittances	25835 2 8	46878 17 8	48370 11 8	20644 8 8	24630 5 8	10905 8	5935 1	13910 4 8	31246 8	228356 8
Other Post Office	886 1	50 8 4	167 4	84 6 8	127 9 4	510	33		11873 13 11	13827 13 3
Advances to P. L. Acs	34800 17 8	2085 1	1152 19 11	501 3 3		714 8				43063 16 6
Trust Acs Expenditure	808 14 3	1034 11 1	1424 9 1	133 9 9	172 10 4	136 2 4	36 13 4	203 5 3	233 15 5	4783 11
Bills	29 2 1	19 7 1	12 16 7	106 8 4	3 13 11	8 15 4	1993 4 1		938 5 1	3111 12 6
Common bank warrants	2883 3		4626 14 3	3563 4 6		2726 1 9	306 10	679 5	1095 1 7	15880 1
Sundry Expenditure	66568 6 4	10937 4 3	964 12 6	276 16 8	1993 5 11	8018 17 10		19 15	1867 14 10	90646 13 4
Conversion				1 8	9 5	1 3		5	4 9	18 5
Balance carried forward	105255 3 4	1413 17	3193 19 6	2398 13 8	9312 19 9	6152 10 4	5671 16 5	9681 17 9	151453 5 9	294534 3 6
	358999 17	62419 1 4	59913 7 6	46275 12 5	37345 6 4	28561 1 8	13916 4 10	24494 8 1	471821 5 4	1103806 10 6

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Leopold War Records-

	Aug 6 th 1895	1 Aug 1895	2 Aug 1895	3 Aug 1895	4 Aug 1895	5 Aug 1895	Boulogne	Rouen	Caen	Total
War Savings Certificates	2 £70	1 £30	1 £120	1 £100	1 £50	-	-	-	3 £196	9 £566
Sub Interest a/c	33	55	62	56	68	63		13	1	351
Bales Outd at end of month	22	2	5	12	4	16	30	4		96
Dr or Cr choices	1514	114	1500	2100	2239	2330	164	206	592	11959
Letters received	2514	3600	3000	2543	3148	4429	3014	2418	2241	26907
Letters despatched	2725	3150	3200	2472	3744	4135	2905	1789	2412	27732
Enlistments dealt with	81	350	135	144	116	94	146	12	127	1171

APPENDIX

TO: ALL PAYMASTERS IN FRANCE.

177. SEPARATION ALLOWANCE - INCREASED SCALE OF.

With reference to the Chief Paymaster's memo 1404/20/28 of 2nd inst advising increase in rates of Separation Allowance to take effect from the 5th April; the following is the scale for compulsory minimum increases of allotments on promotion where the allottees are dependents and the amount of Separation Allowance payable is not known :-

Promotion to Corporal or any rank carrying equal pay 2/6d.
" to 2/Cpl. Bdr., or other rank carrying equal pay 2/-
" to M.T. Driver (8/-) or any rank carrying equal pay 1/6d.
" to Driver (7/-) or any rank carrying equal pay 1/-

Please instruct your Pay Sergeants accordingly.

178. SEPARATION ALLOWANCE OVERPAYMENTS.

With reference to my 13/1/875 of 12th instant enclosing copies of correspondence in connexion with above. The Chief Paymaster advises that the letter of advice of overpayment will include total debits and credits appearing on Ledger Card on a certain date This will enable Pay Sergeants to ascertain whether or no the Paybook is in agreement, before obtaining the compulsory allotment.

179. ALLOTMENTS & DECLARATION OF DEPENDENCY FORMS.

Where Paymasters have adopted the practice of forwarding allotments, Forms of Declaration of Dependency or Statements of Overdraft Forms to the Chief Pay Office in BULK under one covering note, it is requested that each separate form be stamped with the Divisional Paymaster's stamp together with the date appearing on the memo under which the forms are despatched thus facilitating the work in the London Office.

180 WAR PENSIONS.

The following ruling has been given by the Pensions Officer of the High Commissioner's Office through the Paymaster 3rd. Australian Division, and it is promulgated for your information:

"The question of domicile does not enter into the
"granting of War Pensions under the War Pensions Act
"of the Commonwealth. The only condition under which
"pensions are granted to widows of late members of the
"A.I.F. is on proof of relationship".

181. RETURN OF OLD FORM PAYBOOKS.

Adverting to previous correspondence on this subject wherein it was agreed that no old paybooks should be returned to officers or soldiers of the A.I.F. in France unless specifically asked for by Paymasters. Correspondence is being received in London through the medium of Divisional Paymasters wherein soldiers dispute certain entries in connection with debit or credit advices and request the return of old paybooks. In passing these on Divisional Paymasters have not been rendering assistance in deciding whether or no the case is a legitimate one and that the book requested should be returned. It is not sufficient to simply endorse the application "Forwarded" as has been the case in many instances. In order to render every assistance in keeping correspondence of this nature down to a minimum, please state specifically in all future cases whether or no you desire the old paybook to be returned.

182. DIRECT COMMUNICATIONS FROM MEMBERS OF THE A.I.F. WITH LONDON.

It is a matter of daily occurrence for the Chief Pay Office to receive letters ~~direct~~ from officers and other ranks in the Field in connection with pay matters, in contravention to existing orders that all communications must be forwarded through the respective paymasters.

As regards future cases of this nature it has been decided to return all such correspondence to the Paymaster concerned with a view to having the complaint investigated before action is taken in the Chief Pay Office.

The difficulty of putting a stop to this practice is realised but it is suggested that if steps were taken to insert a paragraph in routine orders from time to time the desired effect might be obtained.

183. REMITTANCES OF CASH & UNDRAWN PAY.

In order to facilitate the handling of Remittance applications in the London Office it is requested that steps be taken to see that the names and addresses of Payees be completed in BLOCK LETTERS - Large numbers of these applications are handled daily and you can readily understand the difficulty that is experienced in deciphering indistinct writings.

In all probability you have received from the Chief Pay Office the new Army Form O.1727. This form provides for the words "To be rendered in duplicate" but I am now in receipt of advice from the Chief Paymaster that applications for remittances need only be forwarded in single copy and also that para one of the note at the foot of the new style form applies only to those units where no Pay Sergeant is attached. If, however, you are still using the old style form, the same procedure outlined above obtains.

(Signed) E.G. Blanshard Captain
Staff Paymaster A.I.F.
Attd. Aust. Corps Headquarters.

13/1/875

22.4.18.

TO: ALL PAYMASTERS IN FRANCE.
-----176. RE INCREASED ALLOTMENTS ON ACCOUNT OF PROMOTION.

With the object of assisting you in ~~the~~ supervising the work of Pay Sergeants in connexion with above and seeing that in every case of promotion either an increased allotment or Declaration of Dependency is secured, the Chief Paymaster has been extracting particulars of promotions and reversions from Part II Orders and issuing letters to the field requesting that one or the other be furnished.

The intention was that this practice should cease when Pay Sergeants in the field were so working as to ensure that every man complied with the regulations on the subject.

It is proposed to continue this method of advice until the receipt of Separation Allowance Cards from Australia, but meantime, the Chief Paymaster, in order to ascertain to what degree the action of Pay Sergeants should be depended upon, examined a few of the D.O.Ds received and found several instances wherein instructions had not been complied with and although Declaration of Dependency had been received in each instance, no increased allotment had been ~~received~~ completed. Separate advices of these particular cases have been sent to the Paymasters concerned who are requested to do their utmost to rectify any weakness there might be in the supervision of these matters, so that no loop-hole may exist by which such an omission may occur in the future.

These cases are not pointed out in any spirit of criticism but to show that there still remains a loophole for non-compliance with instructions which it is desired to rectify.

(sgd) E.G. Blanshard. Captain.
Paymaster, A. I. F.
Attd. Aust. Corps Headquarters.

171. CREDITS TO PAY LEDGER ACCOUNTS.

It is the practice in the Field for a large number of soldiers to pay monies into their own or the accounts of their friends. In the past it has been assumed that when the amounts have been accepted from the soldiers corresponding credit entries have been entered in the paybooks.

In order to assist London in determining the necessity or otherwise of issuing Credit Advices where credits are accepted in the Field, it is requested that when rendering your Returns to London that you show in the accompanying Schedule of Credits to Pay Ledger Accounts, whether or not, the corresponding credit has been entered in the paybook.

172. INSPECTOR'S SUB-SECTION - C.P.M'S BRANCH.

It has been decided to form at the Chief Pay Office, London, an Inspector's Sub-Section. This Sub-Section will in the meantime, be an integral part of the Chief Paymaster's Branch of the Pay Department.

The present constitution of the Chief Paymaster's Branch will be 3 officers :-(Lt-Colonel H.S.Evans, Major R. Sabeston & Lieut. D. McLeod) and five N.C.Os including three Inspectors, Librarian (in charge Regulations, Orders Instructions, Rulings &c) and R.S.M. (Staff).

2. It will be the duty of each Inspector to familiarise himself with every phase of the work of the particular Sub-Section with which he is concerned; to maintain a continuous inspection of Sub-sections; to report from time to time to the Chief Paymaster on the state and progress of the work in each Sub-section and to make recommendations as to any improvements in method or system which he may consider would be beneficial. Inspectors will also deal with all complaints received, as hereinafter mentioned, and they will keep and file a continuous record of their investigation reports and the methods and systems employed in each Sub-section.

3. All correspondence ~~complain~~ing complaints, whether local from the Field or from Australia, will be passed direct to the Chief Paymaster's Branch where they will be dealt with and adjusted by the Inspector concerned.

Paymasters in the Field will address all correspondence comprising complaints to "Chief Paymaster's Branch, Finance Section, Administrative Headquarters A.I.F." so as to ensure that such communications will reach the Inspectors direct.

14th April 1918.

TO: ALL PAYMASTERS IN FRANCE.

APPENDIX

CIRCULAR No. 21.168. SIGNATURES ON ACQUITTANCE ROLLS & PAYBOOKS.

Many members of the A.I.F., having either lost their right hand or the permanent use thereof, are signing Acquittance Rolls and other documents with the left hand. As these signatures do not compare with those already shown on Attestation Papers and ~~xxxx~~ Acquittance Rolls it is imperative that fresh means of identification be secured. To effect this fresh signatures must be obtained on pages 2 and 4 of paybooks, the new signature to be witnessed by the soldiers O.C. In order to bring the soldiers records into line an additional specimen signature, witnessed by the O.C., is to be taken on a sheet of paper and despatched under covering memo to the Chief Pay Office, London. It is not thought that there will be many cases of this nature as regards units in the Field. However, the instruction is promulgated for your guidance and action which may be necessary.

169. ALLOTMENTS HELD PENDING CONFIRMATION OF PROMOTION THROUGH PART II ORDERS.

The Chief Paymaster is forwarding monthly a list as far as possible, in Unit order of all applications for increased allotments on account of promotions, which are being held up pending confirmatory advices.

In order to assist in expediting payment of these allotments it is requested that steps be taken to enquire into cases where the matter has been outstanding for any length of time and furnish any available information.

In cases where the promotion has been to Temporary Rank it should be ascertained whether the promotion has since been confirmed or if steps have been taken to revert the soldier to his substantive rank.

170. PAYBOOKS FORWARDED WITH CASH IN EFFECTS.

It has been the practice in some Units when forwarding cash in effects to the Divisional Paymasters to enclose the Pay Book also. The cash in effects is extracted by the Paymaster but the book is passed onto London under cover of the same letter upon which no endorsement appears to the effect that the cash has been extracted.

Please have steps taken to stop this unsatisfactory procedure by either forwarding the book under fresh converging note or suitably endorsing the original letter so that when the book reaches Central Registry no doubt can exist as to what action has been taken with reference to the cash originally enclosed.

4. The primary object in establishing the Inspector's Sub-section is the impossibility of the Chief Paymaster exercising personal supervision over so many branches of the Pay Department, but other equally important objects are :-

- (1) The investigation of complaints, their prompt attention and the removal of cause with a view to preventing future similar complaints.
- (2) The discovery of weak spots in organization, administration or systems, and the introduction of improved methods, or systems, with a view to their elimination.
- (3) Co-ordination with the Department of Defence and Officers of this Department located in Australia.
- (4) The giving of assistance and advice to our various sub-sections and Paymasters in the Field.
- (5) The speeding up of the work in each sub-section and the general efficiency of the Pay Department as a whole.

The Chief Paymaster confidently anticipates your co-operation and that of all Pay Personnel under your control in the attainment of these objects.

174. ARTIFICERS - 1st & 2nd AUST. SIEGE BATTERIES - PAY OF.

With reference to the paragraph appearing under this heading in the Chief Paymaster's Circular No. 17 dated 20th March, wherein a ruling by Headquarters, A.I.F., is quoted to the effect that the rate of pay of certain artificers of the 1st and 2nd Aust. Siege Batteries, will be reduced to 6/- per diem as from 1st April, 1918, please note that it has since been decided to refer the whole matter to the Secretary for Defence, and that, pending his decision, pay will continue to be issued to the men concerned at the higher rate of 8/- per diem up to and including 31st May, 1918.

175. INTEREST ON DEFERRED PAY.

Advice has been received that the Commonwealth Government has decided to grant $4\frac{1}{2}$ per cent interest on "Deferred pay" which has been in the hands of the Department for a period of more than twelve months. When details of the scheme are available they will be notified in A.I.F. Orders.

(Signed) E.G. Blanshard Captain.
Paymaster A.I.F.
Attd. Aust. Corps Headquarters.