

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

Pay

**Item number:** 5/4/10

**Title:** Paymaster, 2nd Australian Division

April 1918



AWM4-5/4/10



Register 69

**CONFIDENTIAL.**

ORIGINAL.  
DUPLICATE.  
TRIPLICATE.

Australian Imperial Force.

**WAR DIARY**

OF

*1st Coy Corps at 2 Aust Div HQ*

FOR

*April 1918*

Signature of Officer compiling.....

Signature of Officer Commanding *C. P. Beck* 4LT PAYMASTER  
AND AUSTRALIAN DIVISION



CONFIDENTIAL :- ORIGINAL

89

Army Form C. 2118.

Instructions regarding War Diaries and Intelligence Summaries are contained in F. S. Regs., Part II. and the Staff Manual respectively. Title pages will be prepared in manuscript.

aa Pay Corps att. or 2 Aust Div H.Q.  
**WAR DIARY**  
**INTELLIGENCE SUMMARY.**

(Erase heading not required.)

April 1918.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
	1918			
Fields	apr. 3		moved from Havelberg (517 Central chest 28 of 40000 (Belgium + Part of France)) to Merris.	
	4/5		moved from Merris & entrained at Strazeele 4 <sup>th</sup> Div. Disentrained at Hangast <sup>sur. Somme.</sup> 5 <sup>th</sup> Div. and proceeded to Bertangles.	
	6		moved to Allonville	
	8		moved to Beaucourt-sur-S. Hallue.	
	9		Issued instructions to Pay Sgts as to recovery of overpayments of Separation Allowance and all Unit Commanders were advised of the salient features of the scheme.	1. Inst. to P/Sgts 2. Circular to Unit-Commanders
	10		Instructions issued Pay Sergeants relative to increased rates of Separation Allowance payable from 5 <sup>th</sup> Div.	
	13		Drew advance of cash from Abbeville.	
	14		Imprests advanced 6 <sup>th</sup> & 7 <sup>th</sup> Inf Bde's and Artillery units.	
	15		Imprests advanced to units of 5 <sup>th</sup> Inf. Bde at that Brigade H.Q. situated at Boves	
	16		Compiled and issued Pay Sergeants Instructions 190 to 200	Copy attached
	23		Paymasters Conference held at Aust Corps H.Q.	
	27		Prepared & forwarded monthly report for April to Paymaster Aust Corps H.Q.	Copy attached

*W. P. R. H. C.*  
 PAYMASTER,  
 AUSTRALIAN DIVISION.



**WAR DIARY**

OF

*2nd Aust. Div. HQ*

FOR

*April 1918***LIST OF APPENDICES.**

- | No. | Subject.   |
|-----|--|
| ①   | <i>Instructions to Pay Sgts re Recovery Separation allowance.</i>    |
| ②   | <i>Circular to Unit Commanders re Recovery Separation allowance.</i> |
| ③   | <i>Pay Sgts Instructions 190 to 200.</i>                             |
| ④   | <i>Monthly Report - April.</i>                                       |

*[Signature]*



INSTRUCTIONS TO PAY SERGEANTS  
RECOVERY SEPARATION ALLOWANCE

No/89

1. Large overpayments have occurred in the past through Separation Allowance being paid by the various District Paymasters subsequent to a soldier being promoted to commissioned or non-commissioned rank, when he has failed to increase his allotment in accordance. There are a considerable number of debits at present awaiting entry to the accounts of various soldiers and in order to minimize the burden which will be placed on these men necessitating their drawings being restricted to the minimum for an extended period and to guard against their inefficiency as soldiers being affected, the following system is to be adopted in regard to the recovery of these amounts.

2. An advice will be forwarded from the Chief Pay Office to the Field for action as follows:-

(a) The Pay Sergeant will obtain an increased allotment from the soldier to fully cover the amount of separation allowance at present being paid if not already completed, vide A.I.F. Order 1116.

The allotment must be increased in accordance with the following scale:-

Separation allowance	4 <sup>th</sup> d	Increase required	6d.
"	"	9d.	9d.
"	"	1. 1 <sup>st</sup> d	1. 3d
"	"	1. 5d.	1. 6d.
"	"	1. 9 <sup>th</sup> d	1. 9d.
"	"	2. 2.	2. 3d.

(b) The procedure to be adopted to effect recovery of amounts of separation allowance already overpaid will be as follows:-

1. The whole or any portion of any credit balance appearing in the paybook will be utilised for the purpose, and the debit note attached to Allotment Form P.2.a. will be filled in for the amount, and a suitable entry made in the paybook.

2. Where the credit balance in the paybook is not sufficient to cover the whole amount to be recovered, a debit note will be made out absorbing the credit in the paybook and a compulsory allotment on Form P.2.a. completed to effect recovery of the balance on the lines indicated in para 3.

P.T.O.



appendix 1.

3. Where there is no credit balance in the paybook, the whole amount overpaid, if in excess of £5, will be recovered by the completion of the compulsory allotment on the lines set out in Para. 2 (c). If the amount is £5, or less and the entry of such amount in the paybook will not overdraw the paybook to an amount exceeding £5, the debit note attached to Form P.2.a. will be completed for the full amount. The general principle to be followed is that an overdraft on a paybook in excess of £5, will not be raised as a result of these recoveries. If a paybook is already overdrawn, the general practice to be followed will be to make a compulsory allotment to liquidate the amount of overpayment.

3. Compulsory allotments required are of two kinds (1) increased allotment in favor of the allottee to cover amount of separation allowance now being paid on the scale set out in Para. 2 (a) - (2) an additional compulsory allotment, if necessary, under the provisions of Para 2 (b) in favor of the Chief Paymaster to effect recovery of the amount of separation allowance overpaid in the past. As already mentioned the increased allotment in favor of the allottee will be according to the scale set out in Para 2 (a). The compulsory allotment in favor of the Chief Paymaster will then be completed at such a rate as will leave the soldier a net drawing rate on his paybook as set out hereunder:-

(a) Soldiers whose gross rate of pay, including deferred, does not exceed 7/- per day, net drawing rate to be reduced to:-

1/- per day if debt will thereby be liquidated within six months.

6d. per day where the reduction of the net rate to 1/- will not liquidate the debt within six months.

(b) CORPORALS, 2nd CORPORALS, M.T. DRIVERS

1/6d. per day if the debt will thereby be liquidated within six months.

1/- per day where the reduction of the net rate to 1/6d will not liquidate the debt within six months.

(c) SERGEANTS and higher ranks.

2/- per day if the debt will thereby be liquidated within six months.

1/6d per day where the reduction of the net rate to 2/- will not liquidate the debt within six months.



appendix . 1

In the cases of Officers for whom debits of this nature are received (and it is not anticipated that there will be many) the same procedure, as above, will apply with the exception that the drawing rates will be fixed thus:-

Lieutenant.	5/-	per diem.
Captain.	7/6	per diem
Major	10/-	per diem.

It will be seen that the daily rate of allotment in favor of the Chief Paymaster will be equivalent to the difference between the allotment required to cover separation allowance and the total Active Pay of the soldier less the amount of the net rate which he will be permitted to draw on his paybook in accordance with the scale set out above.

The following case will serve to illustrate the correct action:-

A soldier, having an allotment of 4/- per diem in favor of his wife, is promoted to the rank of Corporal on 1/9/16. Separation allowance is paid to his allottee at the rate of 1/9½d. Soldier's paybook will be amended to show an increased allotment of 5/9 per diem from the nearest payday, which, at the time of writing, is 22/3/18. It will thus be seen that separation allowance has been overpaid for the period 1/9/16 to 21/3/18, equalling 567 days @ 1/9½d - £50. 15. 10. Assuming that the paybook shows a credit balance of £18, a debit entry of £18. will be made therein and particulars of same entered in the debit note at the head of Form P.2.a. This leaves a balance of £32. 15. 10 still to be recovered, which will be effected by a compulsory allotment in favor of the Chief Paymaster. To leave the soldier with a net rate of 1/6d and to make the allotment to the C.P.M. 1/3 however would not liquidate the debt in six months, and it will, therefore, be necessary to make the latter allotment 1/9d per diem from 22/3/18, and leave the soldier with a net rate for issue of 1/- per diem from that date.

NOTE. Page 16 of the paybook is to be plainly endorsed with both the name of the first allottee and that of the Chief Paymaster as a second allottee. This step is essential in order that Pay Sergeants may take necessary action for an increased allotment to the C.P.M. upon the soldier receiving subsequent promotion.

4. The following is a brief description of the combination Form P.2.a. referred to in the previous Para. and a copy of which is attached.

P.T.C.



appendix 1

-4-

It carries a debit note at the head of the form which will show particulars of the amount of the overpayment that is to be entered on the cash payment page of the paybook. The form is perforated to allow of the debit note being detached in this Office, and used for the purpose of debiting the amount to the soldier's Pay Ledger Account (No. 1).

The centre portion of the form makes provision for the allotment and will show:-

- (a) Original allotment.
- (b) Additional allotment required to cover separation allowance being paid.
- (c) Compulsory allotment to the Chief Paymaster to liquidate the past overpayment, also particulars of the total debt, the amount debited according to the credit as shown by paybook and the amount to be recovered by allotment to Chief Paymaster.

The lower portion of the form is for the use of the Chief Pay Office only, and merely concerns internal routine.

5. Each letter advice which proceeds from this Office will bear an Advice Number. The combination forms (a supply of which will be distributed amongst Pay Sergeants) are to be marked plainly in the space provided with this advice number. This detail is important as the original schedule entry, ledger card, letter of advice and Form P.2.a. will all carry the same number.

The letter of advice will also contain full details of the amount of allotment required, and total amount overpaid on account of separation allowance, and it will be essential for Pay Sergeants to ensure that all details are accurately completed on the Form P.2.a. and that correct entries are made in the paybook.

6. Should any cases come under notice where the increased allotment required to cover separation allowance is of such an amount as to leave the soldier with a drawing rate of less than 1/- per diem thus rendering it impossible for an allotment to be made the Chief Paymaster, these are to be reported to the Chief Pay Office, London, for special consideration as to the manner they are to be dealt with.

7. There are numerous instances where the debit has already been entered in the paybook. In order to afford a measure of relief to the soldiers affected thereby, the restriction on net rates should be lifted to an extent which will place the men in the same position as regards liquidation of the overdraft and increased drawing rate as



*appendix 1*

soldiers who will enjoy the benefit of this scheme i.e. they should be allowed drawing rates in accordance with the foregoing scale and an amount left to accumulate on the paybook in liquidation of the overpayment which would at least be equivalent to the compulsory allotment in favor of the Chief Paymaster.

8. Where a soldier is subsequently promoted to a higher rank he is to increase the compulsory allotment to the Chief Paymaster to such an amount as will absorb the increased pay less the net rate for the higher rank as fixed in the foregoing scale. Pay Sergeants should examine all paybooks when entering promotions and take steps to forward the necessary increase.

9. Soldiers whose paybooks have become overdrawn or whose net rates have been reduced to liquidate overpayments of the nature referred to herein, will, for the purposes of leave, receive the same concessions in regard to pay as are provided under A.I.F. Order 696 (as amended by Order 942) and Order 973.

10. For your information it may be stated that the amount to be recovered by a compulsory allotment in favor of the Chief Paymaster will be charged to a special No. 2 account in the soldier's name at this Office. When the debt has been liquidated the allotment will cease and an advice will be sent to the Field for amendment of the paybook.

*W. H. Beck*

Paymaster.  
2nd Aust Division





Paymasters Office.  
25th. April, 1918.

Recovery of OVERPAYMENTS OF SEPARATION ALLOWANCE.

Large overpayments have occurred in the past through Separation allowance being paid by the various District Paymasters in Australia, subsequent to a soldier being promoted to commissioned or non-commissioned rank, when he has failed to increase his allotment in accordance therewith. In order to minimise the burden which will be placed on these men, necessitating their drawings being restricted to the minimum for an extended period, it has been decided that rather than debit the amount overpaid in the soldier's paybook, causing it to be overdrawn, that it be placed to what will be known as a No 2 Account. To liquidate this a/c., the soldier will ~~XXXXXXXX~~ make an additional allotment ( to that to allottee) in favour of the Chief Paymaster at such a rate ~~XX~~ ~~XXXXXXXXXXXXXXXXXXXX~~ as will leave him a nett drawing rate on his paybook as set out hereunder:-

(a) Soldiers whose gross rate of pay, including deferred, does not exceed 5/- per day, nett drawing rate to be reduced to:-

1/4 per day if debt will thereby be liquidated within six months.

6d. per day where the reduction of the nett rate to 1/- will not liquidate the debt within six months.

(b) CORPORALS, 2nd CORPORALS, M.T. DRIVERS.

~~XX~~  
1/6 per day if the debt will thereby be liquidated within six months.

1/- per day where the reduction of the nett rate to 1/6 will not liquidate the debt within six months.

(c) SERGEANTS and higher ranks.

2/- per day if the debt will thereby be liquidated within six months.

1/6 per day where the reduction of the nett rate to

2/- will not liquidate the debt within six months.

In the case of Officers for whom debits of this nature are received ( and it is not anticipated that there will be many), the drawing rates will be fixed thus:-

Lieutenants.	...	5/- per diem.
Captain	...	7/6 " "
Major	...	10/- " "

Forwarded herewith for your information are the salient features of a scheme to be put into operation for the purpose of assisting soldiers in whose case overpayments of Separation Allowance have been made to their allottees.

Your Pay Sergt. has been fully instructed in this matter, and any further information desired could be supplied ~~XXX~~ by him.

( Sgd) H.L. Peck Lieut.  
Paymaster 2nd. Aust. Division.



PAY SGTS. INSTRUCTIONS.  
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100. COMMONWEALTH BANK WARRANTS. Your attention is again directed to instructions relative to these warrants as follows:-

A.I.F. Order 1064, dated 15:1:18.  
Div. Routine Order 1646, dated 22:3:18.  
Pay Sgts. Instructions 177, dated 16:3:18.

191. - NEW ISSUE OF PAY BOOKS. In anticipation of the new issue of pay books, which is advised will be made at an early date, you will commence to check the books of your unit.

The Debits will be added page for page. The Credit earnings will be checked, particular attention being paid that they have been made in accordance with rates on pages 2 and 3. Totals of each page will be compared with those carried forward on next page.

Should you find any entries which are doubtful, bring them under notice of this office at once, and steps will be taken to ascertain correct particulars. When satisfied of accuracy of book initial the last debit and credit entries.

192. - DECLARATION OF LOSS FORMS. The Chief Paymaster, A.I.F., has advised that as a result of a conference between the Staff Paymaster, A.I.F., and D.A.J.A.G., A.I.F., Depots in U. K., it has been decided to have the following amendments made to the present style of D.O.L., which action is considered, will help materially in obtaining successful issues in connection with Court Martial proceedings:-

(1) Amend para. 3 of D.O.L. by adding after "Staff Paymaster, A.I.F.," "and will not use it for the purpose of drawing pay."

(2) The Declaration should be read to the soldier signing the D.O.L. and the following should be inserted above the printed words "Witness to signature" "This Declaration was read out to the Declarant before he signed it."

(3) That the following words be inserted after "Witness to signature" "and Declaration."

(4) Where possible the number of the paybook should be stated on the D.O.L. and the D.O.L. should be dated and both signed by the witness and the member making the Declaration.

(5) THE DECLARATION MUST BE TAKEN BEFORE AN OFFICER WHO WILL SIGN AS "WITNESS TO SIGNATURE AND DECLARATION."

In future you will use the form as provided above with necessary alterations made in ink and of course initialled (against every alteration) both by the witness and the Declarant. Supplies of amended form are being printed and will be available shortly.

193. - REDUCTION OF ALLOTMENTS TO ENGLISH ALLOTTEES ON A/O OF OVERDRAFT. In view of the fact that allottees residing in the U. K. are not entitled to separation allowance, and present high cost of living, to reduce an allotment in favour of a soldier's wife to the minimum, i.e., 14/- per week, would occasion hardship. It has therefore been decided as follows:-

(i) That where a soldier has a wife and child (or children) the allotment shall not be reduced below 4/- per day, for purpose of effecting recovery of an overdraft on the soldier's pay account.

(ii) That where the allotment is to a sole dependent, it shall not be reduced below 3/- per day.

P.T.O.



194. - SIGNATURES IN A/R. Cases have occurred where the signatures appearing on A/Rolls in no way correspond with those on attestation papers or previous A/Rolls. This has been accounted for by the soldiers concerned having received minor injuries, causing temporary disablement of the right hand and the signatures have been made with the left hand. With any future cases of this nature it will be necessary for you to attach a certificate signed by Paying Officer as follows to A/Roll,
- "Certified the signature appearing against payment No.....  
"to No..... P/B..... NAME ..... is that of soldier  
"concerned made by his left hand."
- Signature of Paying Officer.  
Date.....
195. - PAY BOOKS. Instances have been found where pay books of personnel arriving in England from France have not had specimen signatures completed on pages 2 and 4. Make a thorough check of your pay books and avoid further complaints in this regard.
196. - SALE OF OFFICIAL PHOTOGRAPHS. A.I.F. IN FRANCE. It is notified that the Publicity Dept., High Commissioners Office, will be shortly arranging for the sale of those series on identically the same lines as in the case of the ANZAC Book, etc. Distinctive A/Rolls are being utilised and you will see particulars entered therein are completed correctly.
197. - DUPLICATE A/R. Attention is again drawn to the laxity displayed by Pay Sergts. in respect to these. When forwarding duplicate A/Rolls a covering summary showing Roll No. and amount will always be attached. You must also deal with these regularly. If you adopted the practice of forwarding a duplicate Roll due with each pay, regularity would be achieved.
- ADVISE IF your Duplicates due for units under your control have been forwarded.
198. - Separation allowance. Approval has been given for increasing the rates of separation allowance to dependents as follows:- "1/5d. to 2/- and 4½d. to 6d. dating from 5th April, 1918. It will therefore be essential for you to obtain covering allotments allowing for increased rates of Separation allowance from all soldiers promoted from 5th April, 1918, and on whose behalf this allowance is being paid. It would be wise for you to promulgate this decision through units Routine orders.
199. - CARD SYSTEM - NOMINAL ROLL. The date on which these cards are to be brought into operation will be as from 1st April, 1918. You will of necessity maintain your present nominal roll till your cards have been completed, when the new scheme will be adopted. Particular care must be taken that all "movements" and "matters affecting pay" etc. are shown on the cards as from 1st April, 1918. You will then forward your nominal roll new in use to me for forwarding to Chief Paymaster.
200. - RECOVERY OF SEPARATION ALLOWANCE. The procedure outlined in P/S. Instructions 189 as to the recovery of overpayments of separation allowance will have been studied by you. If you are in doubt about any point, bring it up by letter or when next in this office.

16.4.18

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*J. Rich*  
LT PAYMASTER,  
AUSTRALIAN DIVISION



The Paymaster A.I.F.  
att. Aust. Corps H.Q.

Field  
25/4/1918.

Monthly Report. *April.*

The period of this report has been a unusual one. I hinted in my last that preparations had been made for unusual developments and now that matters are again nearing a state of normality I am quite satisfied from the actual experience that a Divisional Paymaster's Office notwithstanding the necessity of its being a going concern to the last minute, is most mobile.

The transport accommodation afforded us was limited to two ordinary stationery paniers, notwithstanding this we maintained the various operations of our Branch without any hitch whatever.

So that the troops would be in funds for any early move Imprests were advanced on the 30th ult instead of the 1st April, and Imprest Holders were instructed to adjust within 48 hours, which they did. On the 3rd inst we made our first move leaving S17 Central (Belgium and part of France) sheet 28 for Merris, arriving here the Office was opened at 2pm and the correspondence which was on hand was dealt with. On the 4th inst we entrained at Strazeele and disentrained at Hangast-sur-Somme at 8am on the 5th and moved by road to Bertangles a distance of 16 kilometres. The Office here was opened for a few hours and on the following morning another move was made for Allenville.

After two days at the latter place we proceeded to Beaucourt on the 8th inst and at time of writing are still established here.

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.

IMPRESTS. The only outstanding balance now appearing to my sub-imprest is that of £3:-:11 for 2nd A.A.S.P. (Major A.W.Joss) and in view of the circumstances surrounding this case I submitted same to you and await further instructions. With the approval of Division arrangements for pay was made and the 6th and 7th Inf Bdes were advanced to on the 14th inst. The 5th Inf Bde being some 30 kilos distant imprests were advanced to Units concerned at those H.Qrs on the 15th inst.

CREDITS TO PAY ACCOUNTS. Apart from those credits received as an outcome of Bank warrants a big increase is noticed by actual cash paid in.

ALLOTMENTS. Conflicting instructions are still being received from the Chief Paymaster relative to the above. Cases in point have been referred to London for further particulars.

SEPARATION ALLOWANCE. The instructions consequent to increased rate of separation allowance as from the 5/4/18 have been noted and instructions issued to Pay Sergeants accordingly. A study of the requirements that the increase enforces, is not going to be conducted for married men with 3 or 4 children to extend any keenness in becoming N.C.O.s as apart from the added responsibility, the nett rate of pay by not being increased would not allow in many cases of their keeping abreast of the increased claims made upon them as N.C.Os. My experience has shewn that unless an N.C.O has other sources from which he can obtain funds he cannot carry along ~~along~~ on 1/- per diem, it is little enough even for a Pte.

OVERPAYMENT OF SEPARATION ALLOWANCE. So that all Unit commanders would be familiar with the scheme to be adopted for the recovery of any overpayments, a Circular giving the salient features of the procedure to be carried out was prepared and forwarded them. Pay Sergeants have also received their instructions, and everything is in order pending advice of the amounts so over-paid from the Chief Paymaster.

NOMINAL ROLL CARDS. Pay Sergeants have made good headway with their cards and in the the instance of 2nd DAC, the old nominal roll has been forwarded to the C.P.M. It is expected that the rolls of other Units will be despatched at an early date.

*A. H. Beck*  
2nd Lieut.  
Paymaster 2nd Aust. Division.



Paymaster 2nd Aust. Division. Statement of Receipts and Expenditure

Month April 1918.

RECEIPTS

EXPENDITURE

Balance brought forward	5718	3	10	Advances A.I.F. Acquittance Rolls	48370	11	8
Advances	45 100			" B.E.F. " "	167	4	-
Post Office Receipts	1530	13	6	" " Imprest Holders	1152	19	11
Credits to Pay Accounts	4417	15	9	Trust Accounts	1424	9	1
Cash in Effects	22	12	8	Bills	12	16	7
Trust Accounts	2982	1	2	Commonwealth Bank Warrants	4626	14	3
Remittances	55			Sundry Expenditure	964	12	6
Sundry Receipts	87	-	7	Balce cd fwd (Cash in hand & Imp Balce)	3193	19	6
	<u>£ 59913</u>	<u>7</u>	<u>6</u>		<u>£ 59913</u>	<u>7</u>	<u>6</u>

Miscellaneous.

War Savings Certificates	£120.		
Imprest Accounts	62		
Imp. Bal outstanding	55		<i>for amt adjusted</i>
Debit & Credit advices	1500		
Letters received	3000		
Letters despatched	3200		
Allotments	135		

*C. M. Beck*  
2nd Lieut.  
Paymaster 2nd Aust. Division.

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