

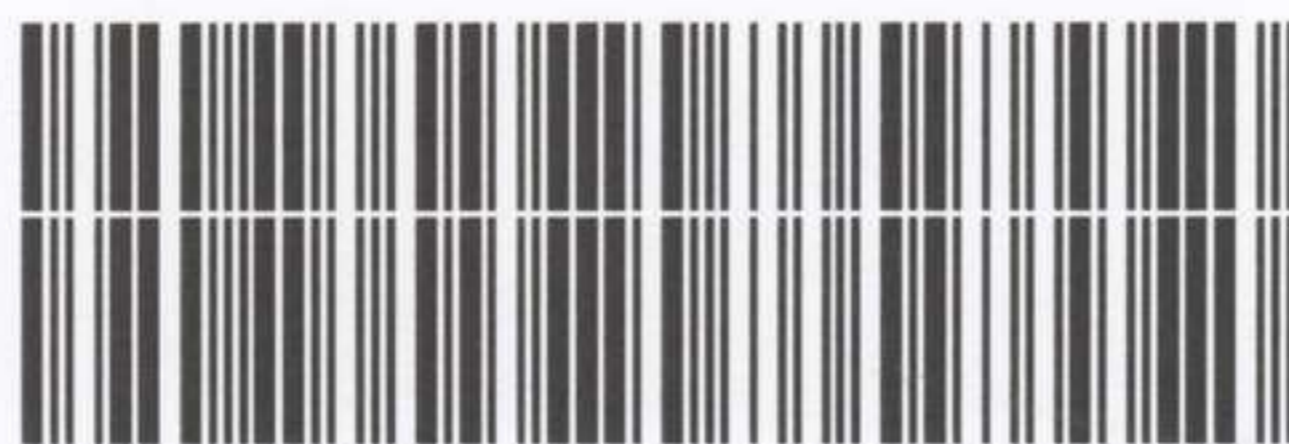
AWM4
Australian Imperial Force unit war diaries,
1914-18 War

Pay

Item number: 5/4/13

Title: Paymaster, 2nd Australian Division

July 1918



AWM4-5/4/13

CONFIDENTIAL.

ORIGINAL.
~~DUPLICATE.~~
~~TRIPLICATE.~~

Australian Imperial Force.

WAR DIARY

OF

a a Pay Corps att 2 D.K.R.

FOR

July 1918

Signature of Officer compiling

[Handwritten signature]

Signature of Officer Commanding

[Handwritten signature]

LT PAYMASTER.

2nd AUSTRALIAN DIVISION.

CONFIDENTIAL. *Original*

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.

WAR DIARY

Army Form C. 2118

A. A. PAY CORPS, ATT. 2nd AUST. DIV. H. Q.,

~~INTELLIGENCE~~ SUMMARY

(Erase heading not required.)

July 1918.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
Field	1918. July 1		Advanced on Imprest	
"	" 7		Capt. W.H.Kaighin relieved., Lieut. H.L.Peck as Div. Paymaster whilst on leave to 13th inst.	
"	" 8		All Pay Sergeants had at this date completed the preparation of the new card system, adopted by Pay Corps in the Field.	
"	" 10		Pay Sergeants Instructions 211-225 issued.	Copy attached.
"	" 15		Advanced on Imprest.	
"	" 27		Prepared and forwarded monthly report to Paymaster, Aust. Corps.	Copy attached.
"	" 30		Initial preparations have been arranged for the new issue of Paybooks, expected to be made at an early date. Pay Sergeants have as far as the Military situation has permitted, checked all calculations and additions in paybooks, now held within the Division.	


..... LIEUT.
PAYMASTER, 2nd AUST. DIVISION.

WAR DIARY

OF

aa Pay Corps att 2 ainst's

FOR

July 1918

LIST OF APPENDICES.

No.

Subject.

- ① Pay Sgt. Inst. 311-275-
- ② Monthly Report July

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211. OLD PAY BOOKS.

The C.P.M. has ruled that completed pay books for which a new issue is made will be retained until audit of soldier's ledger a/c. You will inform applicants, therefore, that these cannot be immediately returned.

212. DUPLICATE A/ROLLS.

An A.I.F. order will shortly be published instructing Imprest Holders to forward duplicate A/Rolls to the Divisional or Base Paymasters within ONE month from date of payment.

Pay Sgts. will therefore forward immediately all duplicate rolls outstanding for more than a month to this office and in future on completion of each pay will forward one batch of duplicate rolls with the acquittances for the current advance. So that a duplicate copy of Imprest Holders Summary Statement may be attached to these duplicate A/Rolls, you will in future take these summaries in triplicate. The three copies will be forwarded in first instance with original rolls, two of which will be returned to you after the rolls have been checked at this office. A receipt for the duplicate A/Rolls will be given by the Div. Paymaster. Amend your instructions para. 81, page 131, accordingly.

213. INCREASED ALLOTMENTS ON PROMOTION.

In addition to the increases necessary to cover separation allowance being paid to dependents, it is of the utmost importance that promotions above the rank of Sergeant should be carefully watched to see that members of the A.I.F., with dependents, increase their allotments in accordance with War Financial Instructions, viz:-

To wife only - 2/5ths.

To wife and children - 3/5ths.

This minimum applies to all ranks.

214. COST OF CABLES REALLOTMENTS.

Defence have decided that the cost of cables to Australia re allotment matters which need a reply is to be 30/- (Thirty shillings) and those which do not need a reply, fifteen shillings (15/-). These reduced rates take effect from 1:7:18.

Amend handbook instructions to pay representatives, page 143, accordingly.

215. IMPERIAL ACQUITTANCE ROLLS.

Separate A/Rolls must be used for each distinct unit. "Regular" and "Territorial" soldiers' payments to be made on separate A/Rolls.

216. LEDGER BOX UNIT GUIDE.

The amended unit guide published in the hand book "Instructions to Pay Representatives" will be observed henceforth in the compilation of acquittance rolls.

217. 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.

Receipts issued by the Div. Paymasters will convey this information to the soldier concerned.

You must keep an eye out for cases where paying officers notwithstanding the true state of a man's a/c. is overdrawn but by reason of a special credit his paybook shows square, have not observed the restricted rate. Any such payments are irregular and the soldier is to be informed that the overpayment will be counted against the special credit.

218. SENTENCES OF IMPRISONMENT - PROCEDURE REGARDING PAY BOOKS.

1. - Pay Sergts. will do their utmost to obtain possession of soldiers' pay books, prior to the holding of a court martial.
2. - Where the sentence is under ninety days the necessary entry of forfeiture will be made therein and particulars of same shown on A.F.B. 2069 in accordance with A.I.F. order No. 558.
3. - Where the sentence is one exceeding 90 days the pay book will be forwarded to Div. Paymaster together with full particulars.
4. - If pay book is unobtainable a D. O. L. will be completed, and failing that a statement giving the reason why same could not be obtained.
5. - When a soldier is released, either on completion of sentence, or upon remission, and rejoins his unit, application will be made for pay book. If neither pay book nor D. O. L. was forwarded in terms of para. 4 the latter will be obtained and forwarded with application for duplicate pay book.

219. NEW ISSUE OF PAY BOOKS.

Pay Sergts. are to report by the 20th instant if all pay books now in possession of personnel have been checked in terms of Pay Sgts. Instructions 191.

220. FORFEITURE OF PAY - VENEREAL DISEASE.

Your attention is drawn to A.I.F. Order 1282. You will not make any adjustments for any forfeitures that appear in pay books sustained since the 1st Janry. 1918 till instructions are received from the C.P.M. relative to method of adjustment. Amend hand book "Instructions to Pay Representatives" page 101.

221. FRENCH CURRENCY.

Your attention is drawn to 2nd Aust. Div. R.O. 1762 dated 6:7:18, repeating G.R.O. 4367.

222. SEPARATION ALLOWANCE: rates of

For your information the following table is appended as to rates and dates of separation allowance becoming operative:-

4:8:14.	No separation allowance.
1:5:15.	1/5d. wife; 4 ¹ / ₂ d. each child. (but must not exceed 8/-)
1:3:16.	Dependents in NEW ZEALAND.
1:10:16.	Maximum increased to 10/-.
1:9:17.	As per hand book "Instructions to Pay Representatives."
5:4:18.	2/- wife, 6d. each child.

223. HAND BOOK "INSTRUCTIONS TO PAY REPRESENTATIVES."

All amendments made by virtue of later instructions must be noted in the blank leaves provided for this purpose in your hand book. All that is necessary is to quote the later Pay Sergt. Instructions No. or other authority of amendment.

By this system you will be able to readily trace final instructions on any subject.

224. D's.O.L.

Your instruction 192 as to officers witnessing the signature of declarant on these declarations must be observed. This instruction supercedes the instruction according to your hand book, page 73, that same will be witnessed by an officer or pay representative.

Amend hand book accordingly.

225.....

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225. ALLOTMENTS: Increase or reduction due promotion or reversion.

You will submit a return to 30:6:18 of all cases where promotion or reversion has been made and you have not obtained amended allotments required owing to evacuation or other cause.

Your register maintained for keeping control of these cases opened as from 1:10:17 and your return will therefore be for period 1:10:17 to 30:6:18.

24.7.18

Paymaster,
Second Australian Division.

2nd. AUSTRALIAN DIVISION.

The Paymaster.,

Att. Australian Corps H.Q.

A . I . F .

MONTHLY REPORT - JULY 1918.

At the latter end of June Division moved into a new area, and this Office was located at N20.D7.4 map 62D 1/40000. This repetition of participating in active operations has not allowed of the complete check anticipated of all debits and credits of paybooks, which has been commenced by Pay Sergeants preparatory to the new issue. Every attempt however is being made to carry this out.

On 28th June I proceeded on English furlough and Capt. Kaighin relieved as Div. Paymaster to the 13th Inst. On the 3rd Inst. Sgt. N.S. Phillips was called to London on Court Martial duty, and to date has not returned, whilst on the 22nd. Inst. Sgt. Wilson was evacuated to Hospital In addition to these Sgt. Wilkinson -5th. F.A.B. was admitted to Hospital whilst on leave in England.

The Divisional Courts Martial Officer has recently given his attention to some cases where it was desired to institute proceedings against men who had mutilated or otherwise misused their paybooks. In one case against 5832 Griffiths W - 20 Battalion an award of 90 days NO 2 was imposed. In many instances however it is difficult to obtain complete evidence. In the instance of W.R. Campbell- 13th. Battery it is assumed he obtained ^{leaves} from another book and inserted them in the cover with the first leaf of his own paybook. If this is the case, and which is very possible it will be necessary to adopt some scheme to prevent any soldier operating on such a book. The printing of the paybook No. on each leaf would provide a check.

During the month Pay Sergeant's Instructions 211 to 225 were issued.

Allotments. Dual instructions relative to allotments continue to be given by London. In one instance, that concerning 6476 Buchanan J. 19 Bn. instructions on 11th Inst were given to amend paybook to show allotment cancelled on 31/5/18, and later on the 16th. to show as transferred on same date. Similar instructions were given for 1685 Laxton H.R. 26 Bn. att. 20 A.A.S.C. It was noticed that these letters were written from 2F. Section, and therefore overlapping cannot be made responsible for these errors.

Drivers. As a result of the D.A.G'S ruling that Drivers appointed under A.I.F. order 785 technically retained such rank on evacuation till rejoining their Unit, the question was submitted to you if this would apply in instances where Drivers on discharge from hospital in England and were retained on some duty pending their a grade which would permit of their re-drafting for their Units. I await your advices re this matter.

Reconciliation advices. Much time has been unnecessarily involved by searching our records for reconciliations that London have 'expedited' but where action had been completed months before. The matter has been referred to the Inspector's Department.

Overdrafts. Pay Sergeants have been instructed to particularly advise us when forwarding statements of overdrafts as to whether any adjustment is due as a result of A.I.F. Order 1282. In any cases where these forms have recently been completed it is assumed London would watch that no action would be taken against allotments where the overdraft would be liquidated by reason of this Order.


Paybooks of men in detention. All C.O.'s have been written to with a view to the paybooks of men placed in detention pending trial to be obtained and handed for safe custody to Pay Sergeants. In every instance C.O.s concurred and the system has been put into operation. In addition

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to this the question has been referred to the A.P.M. with a view to his staff securing the pay-book of any man as soon as he is apprehended. With this it is anticipated that the practice of men doing away with their pay-books will be reduced to a minimum.

Correspondence. A fair percentage of correspondence has had to be forwarded to the Paymaster Rouen recently for tracing owing to the number of casualties (principally gas), but it is anticipated that the ~~number-of-casualties~~ majority will remain in France and thus enable the completion of the files.

Nominal Roll Cards. As advised in my letter these have been completed by the Division and the system is now in full working order.

27/7/1918.



Lieut.
Paymaster 2nd Aust. Division.

Statements of Receipts and Expenditure.

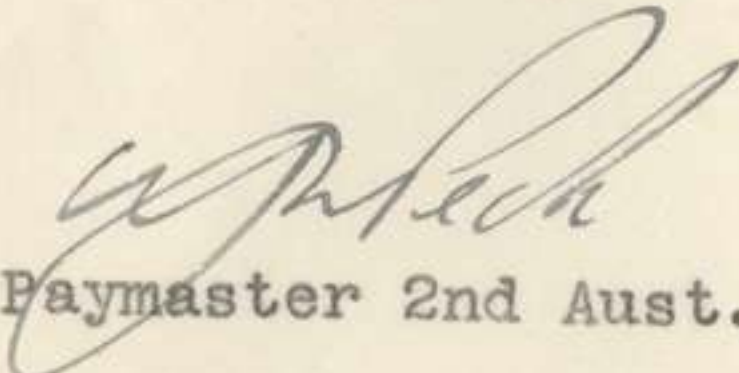
Paymaster 2nd Aust. Division.

Month of July. 1918.

<u>RECEIPTS.</u>	£	s	d
Balance brought forward	226	15	7
Advances on Imprest	53166	13	4
Post Office Receipts	3537	-	3
Credits to Pay Accounts	4244	13	11
Cash in Effects	89	3	6
Trust Receipts	1991	5	11
Remittances	60	2	4
Sundry Receipts	95	-	2
	<hr/>		
	£ 63,410	15	-
	<hr/>		

<u>EXPENDITURE.</u>	£	s	d
Advances A.I.F. Acq. Rolls	47707		
" B.E.F. " "	321	15	
" to Imprest Holders	798	4	8
Trust Expenditure	928	3	5
Commonwealth Bank Warrants	1560	8	
Sundry Expenditure	9424	11	8
Bal fwd, Cash on hand&Imp Bal	2670	12	3
	<hr/>		
	£ 63410	15	-
	<hr/>		

27/7/1918.


Lieut.
Paymaster 2nd Aust. Division.

Appendix 2

Miscellaneous.

War Savings Savings Certificates	2	£215-
Imprests	57	
Debit and credit advices dealt with	2100	
Letters received	2200	
Letters despatched	2350	
Allotments dealt with	180	

27/7/1918.

W. H. ...
Lieut.
Paymaster 2nd Aust Division.

Appendix 29

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