

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

Pay

Item number: 5/4/9

Title: Paymaster, 2nd Australian Division

March 1918



AWM4-5/4/9

CONFIDENTIAL.

ORIGINAL.
DUPLICATE.
TRIPLICATE.

Australian Imperial Force.

WAR DIARY

OF

Aa Coy Corps attached 2 Aust Division

FOR

March 1918

Signature of Officer compiling

[Handwritten signature]

Signature of Officer Commanding

[Handwritten signature]
AUSTRALIAN DIVISION

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

A. A. Pay Corps attached to 2 Aust Div H.Q.
INTELLIGENCE SUMMARY.

(Erase heading not required.)

March 1918.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
Field	1918 March 1		advanced on Imprest.	
	8		Moved to S17 Central sheet 28, 1/40000 Belgium & Part of France.	
	11		Lieut. Peck W.H. took over from Capt. Kaighin W.H. as paymaster 2 Aust Division.	
	15		advanced on Imprest.	
	* 18		Issued instructions as to method to be adopted in maintaining card system to be inaugurated by all Pay Sergeants attached to units of the Division.	copy attached.
	* 16 17		Issued Pay Sergeants Instructions 173 ^A to 188.	Copy attached.
	29		Drew Imprest from Boulogne.	
	29		Compiled & forwarded Monthly Report to Paymaster Aust-Corps H.Q.	copy attached.
	30		advanced on Imprest. The usual date was departed from owing to possible movement of the Division at an early date.	

W.H. Peck 2nd Paymaster
2 Australian Division.

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18,000-12/17-872

APPENDIX

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WAR DIARY

OF

a.a. Pay Corps att 2 Aust Division

FOR

March 1918

LIST OF APPENDICES.

No.

Subject.

1

Instructions re Caro System

2

Pay Sgt's Instructions 173^A to 188

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Monthly Report - March

SECOND AUSTRALIAN DIVISION.

To -
All Pay Sergeants,
2nd Australian Division.

Headquarters,
18th March, 1918.

NOMINAL ROLLS.

It is desired that each Pay Sergeant shall have a complete and accurate nominal roll of the units under his supervision, which will include all particulars necessary for the proper supervision of each Soldier's Pay account.

You have all experienced great difficulty in keeping your nominal roll up to date owing to the many evacuations, etc.

The most simple and effective nominal roll is a card system, and for the future the Card System will be adopted by you.

Sample card is attached, and it will be seen that the following information is provided for on the face:-

Pay-book No.
Regimental No.
Name (in BLOCK letters).
Rank.
Relationship of Allottee.
Declared (either dependent or non-dependent).
Separation allowance, if any.
Rates of pay.
Movements.

and on the reverse space is provided for any other matters concerning the Soldier's account, which are necessary to record, and should he be overdrawn, particulars of overdraft.

The advantages of the card may be summarised as follows:-

1. An alphabetical index is obtained.
2. All the particulars concerning the allotment, separation allowance, (when ascertained), and rates of pay are seen at a glance.
3. Immediately on promotion, or reversion as shown by weekly A.F.B. 213, the necessary particulars will be entered on the soldier's card, which will be separately filed until the pay-book has been procured and amended.
4. If cards are accurately compiled and kept up to date, most of the queries arising from correspondence, can be answered without reference to the soldier's pay-book.
5. Separate compartments in your cabinet will enable you to keep an accurate record of all men on strength by transferring the cards of all those evacuated, after noting the date of S.O.S. in the "Movement" column. Should the man return to unit, this card will again be transferred to the "Strength Roll," the date of rejoining being inserted in "Movement" Column.

P.T.O.

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6. With reference to the "Declared" you will obtain from every soldier, excepting where a Declaration of dependency has already been completed and pay-book endorsed accordingly, the following certificate to be inserted on page 16:-

"I certify my allottee to be,
 "(here state Non-dependent, Partially Dependent,
 "or Dependent)."

and obtain the soldier's signature thereto.

It may be decided later on where a soldier is transferred to another unit, for the card to be forwarded to the Paymaster of that formation, but this point has not been fully considered.

Boxes for the filing of these cards are being made and you will be advised immediately they are available; in the meantime try and get a cigar box for the safe keeping of these cards, or tie them securely in a bundle so that there is no chance of a card being mislaid.

You must take particular care in the writing up of these cards, and see that same are done in ink. Before making any entry on the card, make sure that the information is correct.

It has been decided that all paybooks are to be withdrawn for audit at an early date, and continuation paybooks will have to be issued in the Field. You will be further advised when this issue is to take place, but in the meantime it is essential that you should be in possession of an accurate nominal roll and keep same up to date, as this will form the basis for the new issue of paybooks. It is therefore essential that the cards be compiled immediately.

You will not destroy your present nominal roll on completion of the cards, but forward it to me as it is urgently required by the Chief Paymaster for tracing purposes.

From the specimen card attached you will see examples of entries which you will be required to keep. These entries will be condensed to a minimum, but only recognised abbreviations will be used.

You will make a careful study of this card and when next reporting to this office, bring these instructions with any notes you may have made so that every point can be discussed.

By this it is hoped that uniformity of system will be established throughout the Division.

The necessary cards are expected to arrive any day, so please advise your requirements.

C. J. Beck Lieut.
 Pay Master,
 Second Australian Division.

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APPENDIX /

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P. Bk. No.		Reg No.		Name		Rank	
Relationship of Allottee						Separation Allee.	
Declared			Date			Move.ents	
Rates of Pay							
Total	Defd.	Allot.	Net.	Date	Particulars		

W4035-HP972 20,000 1/18 HWV(R518) K18/121

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IF OVERDRAW—PARTICULARS

APPENDIX

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MATTERS AFFECTING SOLDIER

IF OVERDRAWN—PARTICULARS

APPENDIX

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SECOND AUSTRALIAN DIVISION.

Headquarters,
16th March, 1918.PAY SERGEANTS' INSTRUCTIONS.

173. ^A DEFERRED PAY - ADJUTANTS AND QUARTERMASTERS. The new rates of Deferred pay for Adjutants, and Field Allowance and deferred pay for Quartermasters will be according to rank as on and from 1st January, 1918. You will see that any pay-books that have not already been altered are amended accordingly.
174. PAY BOOKS OF MEN EVACUATED TO V.D. HOSPITALS. Where it is definitely known that a man has been evacuated to No. 39 General Hospital, you will forward his pay-book through me to the Australian Paymaster, HAVRE. It is the custom to send all Machine Gunners, suffering from V.D., to 51st General Hospital, ETAPLES. Pay-books of these men will be forwarded through me to the Paymaster, A.I.F., BOULOGNE.
175. TRANSFERS NOT SHOWN IN PAY BOOKS. The Pay Sgt., Aust. M. G. Base Depot, advises that numerous cases have come under his notice of men, transferred to M.G. Units, whose pay-books have not been amended to show the transfer on page 1. You will see that this is carried out in future.
176. TRAVELLING ALLOWANCES, INCREASED SCALE OF. Your attention is drawn to A.I.F. Order 1121 of 22:2:18, relative to the above. The C.P.M. has ruled that the new rates only apply for expenses incurred subsequent to 21st February, midnight, and that the additional allowance of one-fifth for travelling between ENGLAND and FRANCE or vice versa will not be payable under the new scale.
177. REMITTANCES, COMMONWEALTH BANK WARRANTS. Identification. Before these can be paid the following certificate must be completed at the foot on the back of the warrant:-
 "This is to certify that the bearer is
 "the person to whom this Order is payable."
 This certificate must be signed by the Imprest Holder, Adjutant, or C.O. of the Unit. It is not considered advisable for Imprest Holders to cash these Warrants on Pay days, owing to the risk of their going astray, in which case the Imprest Holder will be held responsible. You should encourage the men to bring the Warrants to this office either to receive cash or have the amount credited in their pay-book, but in every case you must see that the certificate of identity is completed, and that the necessary pass permitting them to report here is made available.
You will inform all men proceeding on leave to PARIS that these Warrants will not be cashed by the Australian Paymaster, PARIS, but must be cashed at this office.
178. EXTRA FIELD ALLOWANCE - ADJUTANTS. Pay Sgts. Instruction No. 163, dated 11:2:18, is cancelled, and extra field allowance for Adjutants will be payable as heretofore.
179. APPLICATIONS FOR TRANSFER, CANCELLATION, OR REDUCTION OF ALLOTMENTS. With the present uncertainty of the mails to Australia, the period of ten (10) weeks previously given as the period necessary for post-dating these alterations of allotments has been found by experience to be inadequate. In future allotments of the above category are to be post-dated to the next Australian Pay day following the elapse of eleven weeks from the date of completing application.

P.T.O.

180. DISPUTED FORFEITURES. In future when forwarding copies of pay-book to the C.P.M. for audit, you will give full particulars of all forfeitures, including the signing officer. This will apply also to cases submitted irrespective of the copy of the pay-book.

181. CREDIT ADVICES. (i) After entering a credit advice you will always send the original copy to the soldier and return the completed duplicate Note to me.
 (ii) When a soldier desires to draw the amount of the credit so entered, it will be necessary for him to surrender the original copy held by him at the time payment is made. The advice will then be attached to the Acquittance Roll upon which the payment is made.

182. PAYBOOKS OF DECEASED AND MISSING MEN. When forwarding pay-books of deceased and missing men, you will make the covering schedule in duplicate and show the following particulars:-
 1. From whom paybook was received, and date of receipt.
 2. Nature of casualty, if known.
 3. Place of burial, if known.
 4. Whether the paybook shows any sign of casualty.
 If you are unable to render this information, show "NIL" after the name on schedules.

183. RECONCILIATION Dr. and Cr. ADVICES. You must always hand the originals of all of these advices after entry in paybook to soldier concerned, as particulars as to the cause of such entries are always shown thereon. This will reduce to a minimum the number of queries raised calling for details as to the why and wherefore of such entries.

184. REMISSION OF SENTENCES. Entries regarding the remission of sentences must be entered by the O.C. of the Unit or by me, without waiting a credit advice from the C.P.M. Any action in this respect will be advised quoting date and No. of A.F.2069 promulgating such for forwarding to C.P.M. In the case of soldiers who embarked for overseas without having the remission entered in their paybooks, you will bring the case under my notice.

185. DEBIT AND CREDIT ADVICES. The C.P.M. advises that Debit and Credit Advices returned to the LONDON office from the Field very often contain so many endorsements on the face of them regarding the movements of soldiers that the documents are unfit for re-despatch and therefore preparation of duplicates is necessary. In future all endorsements will be made on the back of the duplicate copy of the above.

186. FAMILY REMITTANCES. The C.P.M. has approved of a suggestion that Pay Sergts. be allowed to complete and sign the certificates at the foot of Remittance Forms.

187. RE A.I.F. ORDER 830. You will see that the above order is strictly adhered to, as many cases are occurring of LONDON forwarding a new pay-book in response to a D.O.L. and at a later date the original pay-book returned from the field, thus necessitating the cancellation of one of the books.

188. Pay Sgts. will continue to keep a strict watch on their nominal rolls and keep them up to date.
 When the new card system which has been decided to be put into operation is established, these nominal rolls will be required by the Chief Paymaster for tracing purposes.

[Handwritten Signature]
 Paymaster

2nd Aust Division

For War Diary.

Headquarters,
29th March, 1918.

The Paymaster,
AUST. Corps H.Q.

MONTHLY REPORT - MARCH, 1918.

Early in the month Division moved from "Rest" area and took up active operations, my office being located at S.17. central - Sheet 28, 1/40,000 - Belgium and part of France.

Since taking over from Capt. KAIGHIN as Paymaster of this Division on 11th instant, I have busied myself in becoming acquainted with Imprest Holders, Pay Sergts. and various points of administration. Consequent to the issue of revised establishments with the M. T. Company and Divisional M. Gunners, it has been necessary to reorganise my Pay Sergts. and the following postings have been effected:-

	<u>Former Apptmt.</u>	<u>New appointment.</u>
Pay Sgt. FERNANDEZ, E.C.	5th I. Bde. H.Q. 5th A.L.T.M. Bty. 5th M.G. Coy. 5th Fld. Amb.	Divisional Ambulances (Nos. 5, 6 & 7).
Pay Sgt. AITKEN.	6th I. Bde. H.Q. 6th A.L.T.M. Bty. 6th M.G. Coy. 6th Fld. Amb.	Divisional Bdes. H.Q. and L.T.M. Batteries (Nos. 5, 6 & 7).
Pay Sgt. DARLING, J.	7th I. Bde H.Q. 7th A.L.T.M. Bty. 7th M. G. Coy. 7th Fld. Amb.	2nd Div. M. G. Battalion.
Sgt. PHILLIPS, N.S.	Paymaster's Office.	2nd Div. M.T. Coy. and Div. units. i.e., Ordnance Mob. Vet. Sec. etc.

To bring the compliment of Pay Sgts. in this office up to requirements another man was called in.

Arrangements for the adoption of the card system are well in hand, the necessary cards and instructions having been issued. A copy of the latter was forwarded to you but I attach a further copy herewith, and would draw your attention to the scheme being adopted by this Division in respect to the declared state, i.e., Dependent, Partially Dependent or non dependency of the allottee.

By the soldier signing the certificate in his paybook the cards can be completed forthwith.

Pay Sgts. however have been instructed that although this meets our requirements in the field, it will be necessary, should a man receive subsequent promotion and the rate of pay thereby affect any separation allowance paid, to obtain a Declaration of Dependency for forwarding to C.P.M.

Other points which have been brought under the notice of Pay Sgts. are -

- (1) To subdivide the "movements" space to two headings, viz., TO and FROM, vide specimen card attached. This will utilise the space to the fullest.

- (ii) With items entered under "matters affecting soldier" or "overdrawn" to always quote correspondence register reference number, or in the case of forfeitures the date or number of A.F.2069. By this, complete details surrounding each particular item will be easily traced.

With the carrying out of the scheme as instructed, the Pay Sgt. I feel sure will have a long desired want fulfilled. It is, however, regretted that London did not give the Field an opportunity of submitting suggestions prior to the cards being printed, as those supplied, in my opinion, could easily be improved upon. The spacing is very pinched, and with the bad cutting of the card is made even worse. See specimens attached - 1 and 2. As to how a Pay Sgt. can be expected to clearly show the present paybook number and a probable alteration or two by reason of the new contemplated issue and possible duplicate is more than I can see. The space provided for the name tends to a point of ridiculousness, whilst that for Rank does not allow of any alteration to be made through subsequent promotion or reversion.

These defects, which could have easily been guarded against, reduce the effectiveness of the card absolutely, and are quite in opposition to the object of the scheme to have a complete record of the soldier for a given period.

I would also suggest that a certified copy of the card of a soldier who had been K.I.A. be forwarded the C.P.M. as soon as possible after the occurrence. This would be particularly beneficial where the soldiers paybook had not been recovered. I would be pleased to have your instructions.

Present Nominal Rolls. These will be maintained up to the date of the opening of the card system, which will of course be uniform throughout the Division. Meanwhile, however, I think valuable assistance could be rendered London if in the instances where units have already a card system running they were asked to supply the latest whereabouts of personnel for which reconciliation debits and credits were being prepared so that on completion it would be known to which centre they were to be forwarded for necessary entering in paybook. This would in many cases save considerable delay.

As I felt assured that I could arrange this with the C.O's. concerned, I specially wrote you regarding the subject. Owing to a possible speedy move and necessary arrangements have been made, and it is just possible that it will be necessary to advise C.P.M. to hold all correspondence till further advice.

Touching on the question of correspondence, I might add that I often receive matters concerning other Divisions, such as 2nd Aust. Sanitary Section, 6th (Army) Arty. Bde., etc. The former is administered by Paymaster, 1st Aust. Div., whilst the latter by you at Corps. Apart from this I also receive Debit and Credit advices for men K.I.A. or P.O.W. twelve months ago. Surely records are more up to date in London than these would signify.

New issue of paybooks. I learn from various intimations received that it is contemplated to make another issue of paybooks to replace those now in possession of each soldier for purpose of Audit and comparison with Ledger card. In your last advice it was advised this would be put into operation at an early date. As to about the actual date this "early date" means, I would be pleased to be advised, as if London contemplates the issue being

put into effect before the completion of the reconciliation of the present paybooks with the old style, I can see considerable confusion, and we would be inundated with justifiable queries when entering reconciliation advices. (See my letter on subject dated 25:3:18).

In connection with the endorsing of paybooks as to Dependency, might I suggest that with the new books, the following wording be stamped on a convenient space:-

"ALLOTTEE certified to be"

The word Dependent, or otherwise, could be inserted by the soldier and signed below *by him*.

Should the paybook, being withdrawn, show that a declaration of dependency form had already been completed the certificate in the new book could be completed by the Pay Sgt. making the new issue by writing in "dependent" or as the case may be, and then underneath "by declaration signed" and signing his own name.

IMPRESTS. The balance outstanding against Capt. REES has now been adjusted, the C.P.M. having received an A/R. from that Officer for such amount.

The number of my sub Imprests will most probably be increased as a result of the re-organisation of M. Gunners.

ACQUITTANCE ROLLS. The C.P.M's. approval to the number and amount of credit-note being inserted on A/Rolls instead of attaching the original C/N slip has been received and enforced, Pay Sgts. having been specially advised.

REMITTANCES.

Bank Warrants. Unit Commanders and Pay Sgts. have been fully advised as to requirements pertaining to the encashment of these warrants, and matters are running smoothly.

PAY-BOOKS. In anticipation of the new issue of pay-books, Pay Sgts. have been instructed to make a thorough examination of those now held. All additions and extensions will be checked. By this being carried out the new issue will be completed with the least possible delay.

Declarations of Loss. Your instructions relative to amendments to be made and procedure to be followed in respect of these declarations have been promulgated for compliance by Pay Sgts.

PAY.

To assure that personnel proceeding to PARIS on leave were acquainted as to amount of pay that was drawable in that City, I put up a suggestion to Division which resulted in a slip being attached to each "move warrant" showing such rates.

aff Rock etc

Paymaster.
2nd Aust Division

APPENDIX 3

The following statistics are forwarded.

STATEMENT OF RECEIPTS AND EXPENDITURE.

Paymaster, 2nd Aust. Div.

Month, March, 1918.

RECEIPTS.

EXPENDITURE.

	<u>£. S. D.</u>				<u>£. S. D.</u>		
Balance Forward.	6,849	6	10.	<u>Advances to Aust.P.M.</u>			
Amounts disallowed.	8	1	4.	A.I.F. A/Rolls.	54,764	6	1.
Advances.	-53,186	13	4.	B. E. F. "	101	5	0.
P. O. Receipts.	641	12	11.	<u>Advances to B.E.F.</u>			
Gr. Pay a/c.	1,368	14	2.	Imprest Holders.	821	4	5.
Cash in effects.	1	6	1.	Trust a/cs.	1,234	19	3.
Trust a/cs.	1,057	15	5.	Bills.	18	5.	
Remittances.	-	-	-	G/Bank Warrants.	843	8	0.
Sundry Receipt	522	6	7	Sundry expenditure.	131	11	8.
				Bal. carr/forwd.			
				(cash in hand and			
				Imp. balance).	5,718	8	10.
	<u>63,615</u>	<u>16</u>	<u>8.</u>		<u>63,615</u>	<u>16</u>	<u>8.</u>

MISCELLANEOUS.

Paymaster, 2nd Aust. Div.

Month, March, 1918.

War Savings Certificates	Nil.
Imprest A/cs.	58.
" Balances outstanding at end of month.			9
Dbt. and Cdt. Advices dealt with	1640.
Letters received.	4200.
Letters Despatched.	4800.
Allotments dealt	150.

W. A. Peck - LT PAYMASTER,
2ND AUSTRALIAN DIVISION.