

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

Pay

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

**Title:** Paymaster, 3rd Australian Division

March 1918



AWM4-5/5/4



**CONFIDENTIAL.**

ORIGINAL.  
DUPLICATE.  
TRIPLICATE.

128  
DIVISIONAL PAYMASTER  
3RD  
AUSTRALIAN DIV.  
No. 26/520  
Date 4/4/1918

Australian Imperial Force.

**WAR DIARY**

Paymaster 3<sup>rd</sup> Aust. Div.  
FOR  
March 1918



Signature of Officer compiling

*R. Phillips*  
Div. Paymaster 3<sup>rd</sup> Austn. Div.

Signature of Officer Commanding

*R. Phillips*  
Lieut.  
Div. Paymaster 3<sup>rd</sup> Austn. Div.



March 1918

WAR DIARY

Army Form C. 2118.

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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.

INTELLIGENCE SUMMARY.

(Erase heading not required.)



Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
Avelsburg	1/3/18.		<p>In the early part of the month a new system of dealing with cash remittances received by the Commonwealth Bank London on account of members of the A. I. 2 was inaugurated. Previously these amounts were all paid to the Chief Paymaster London who advised the various Paymasters to make a credit entry in the paybooks of those concerned when the amount could either be drawn or left as a credit in paybook. Under the new system a specially devised Commonwealth Bank Payment warrant is forwarded direct from the Bank to the remitter in the field who upon identification may draw the amount from any A. I. 2 Paymaster. The success of the new system depends upon the reduction to a minimum of fraud or traffic in these warrants. The new system is working very smoothly though additional care has to be taken when the warrants are cashed by sub-Imprint Holders in order to see that the conversion of L. S. D. into francs and centimes has been correctly calculated otherwise the Imprint advance will not balance.</p>	
	5/3/18		<p>The first bank warrant (specimens of which are attached) was paid on 5/3/18.</p>	
Belles les Blequin	8/3/18		<p>On the 8th inst the Division moved to Belles les Blequin in the rest area and it was anticipated that we would be out of the line for about six weeks. It was decided to have the nominal rolls of all units re-written on the card system (specimen of card is attached) and advantage was taken of the opportunity to get all the cards distributed so that Pay Sergeants could complete the work at the earliest opportunity.</p>	



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WAR DIARY

Army Form C. 2118.

INTELLIGENCE SUMMARY.

(Erase heading not required.)



1201

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.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
Melles les Blequin	8/3/18		<p>The Chief Paymaster having decided to issue a new continuation paybook to all members of the A. I. F. in order that the present books may be called in for audit, instructions were given to all Pay Sergeants that upon completion of nominal rolls, all paybooks were to be called in and a thorough check made of additions, extensions, rates of pay etc - so as to expedite and facilitate the new issue.</p> <p>Authority was obtained from Divisional Headquarters for the appointment (temporarily) of an authorized assistant to each pay sergeant, as Divisional units were spread over a very wide area and pay sergeants had a considerable amount of accumulated matter to be dealt with which had to be held over while the Division was in the line.</p>	
---	9/3/18		<p>Proceeded to Boulogne by car and drew 500,000 francs from the Banque de France for usual fortnightly pay of Division.</p>	
---	10/3/18		<p>Visited the 9th, 10th and 11th Infantry Brigade Headquarters and advanced cash to all Imprest Holders. This arrangement of delivering cash is at the express wish of the S.O.C. of the Division as much time is thereby saved by Unit commanders.</p>	
---	20/3/18		<p>Owing to the Divisional Artillery not moving with us into this area I made arrangements with the Paymaster of the 4th Australian Division to pay all 3rd Divil Artillery units in the Boullens area.</p>	

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Place	Date	Summary of Events	Remarks
Hielles les Bleguier	23/3/18	Unfortunately just as headway was being made with the work outlined in preceding paragraphs orders were received at short notice for the Division to move into another area consequent upon the present military situation. On this date we moved from Hielles les Bleguier to Steenvorde	
Steenworde	24/3/18	Moved from Steenvorde to Blaringhem.	
Blaringhem	26/3/18	Moved from Blaringhem to Couterelle at 12 noon.	
Couterelle	27/3/18	Moved from Couterelle to Zranvillers 6 P.M.	
Zranvillers	28/3/18	As circumstances rendered it most unwise to hold a large amount of cash on hand I endeavoured to clear my balance at Amiens but ascertained that the Base Cashier there had ceased to transact business acting under instructions of the Paymaster in Chief and that the Banque de France had closed.	
Zranvillers	29/3/18	Visited the 10th and 11th Infantry Brigades to arrange collection of all public moneys.	
---	30/3/18	Divisional Headquarters was shelled by the enemy this day. There were no casualties. I proceeded by car to Abbeville via Amiens and refunded all surplus cash to the Paymaster in Chief. Holding sufficient on hand to meet immediate and pressing demands.	
St Gratien	31/3/18	Owing to the uncertainty as to when there will be another pay-day I arranged with the Paymaster in Chief to advance me sufficient cash to pay the Division when the occasion arises. Easter Sunday. Moved from Zranvillers to St Gratien.	

Paymaster in Chief  
J.W. Paymaster 3rd Aust. Div.



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APPENDIX 4

18,000-12/17-8723.

# WAR DIARY

OF

*Paymaster 3rd Aust. Div.*

FOR

*March 1918*

## LIST OF APPENDICES.

No.	Subject.	
1.	Financial transactions	- Statement
2.	Miscellaneous	- Statement
3.	Commonwealth Bank Payment warrant	- Specimen
4.	Nominal Roll Card System	- Specimen of Card.

*W. Muller*  
 Div. Paymaster 3rd Austn. Div.



Statement of Receipts & Expenditure.

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Divl Paymaster: 3rd Aust Div

MONTH: MARCH 1918.



RECEIPTS	AMOUNT	EXPENDITURE	AMOUNT
<u>Balance forward.</u>	6624 - 4	<u>Advances to Aust Paymasters.</u>	- - -
<u>Total Advances.</u>	48766 13 4	<u>Aust Acquittance Rolls.</u>	42405 3 9
<u>Post Office Receipts.</u>	764 3 5	<u>Other Govt Acquittance Rolls.</u>	85 1 4
<u>Remittances.</u>	21 - 8	<u>Advances to B.E.F. Imprest Holders.</u>	629 18 8
<u>Credits to Pay Ledger accounts.</u>	2828 1 6	<u>Trust accounts.</u>	672 10 4
<u>"Cash in Effects".</u>	9 3 2	<u>Bills:</u>	117 9 3
<u>Trust accounts.</u>	1250 2 6	<u>Bank warrants.</u>	1263 8 1
<u>Sundry expenditure.</u>	149 8 4	<u>Sundry expenditure.</u>	573 13 5
		<u>Balances carried forward.</u>	14665 8 3
		<u>(Cash in Hand with Sub-Imprest Holders)</u>	
		<u>Conversion</u>	2
	£ 60412 13 3		£ 60412 13 3

Filed.  
31/3/18.

*R. Hill*  
Lieut.  
Div. Paymaster 3rd Austn. Div.

APPENDIX

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Miscellaneous

APPENDIX

2

Civil Paymaster

March 1918

3<sup>rd</sup> Aust. Division

	to	amt
	til	til
	number	
<u>War Savings Certificates</u>		
<u>Sub-Imprest Accounts</u>		62
<u>Sub-Imprest Balances outstanding at end of month</u>		25
<u>Debit and credit Advances dealt with</u>		2400
<u>Letters received</u>		2842
<u>Letters despatched</u>		2560
<u>Allotments dealt with</u>		151

Zeld

31/3/18

*R. Phillips*  
Lieut.  
Div. Paymaster 3<sup>rd</sup> Austr. Div.



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APPENDIX

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# AUSTRALIAN IMPERIAL FORCE.

No. ....

£ .....

LONDON, ..... 191.....

## PAYMENT IN FAVOUR OF MEMBER OF AUSTRALIAN IMPERIAL FORCE.

Upon identification and completion of the Receipt at foot hereof pay to No. ....

Rank ..... Name .....

Unit ..... AUSTRALIAN IMPERIAL FORCE, the

Sum of ..... Sterling.

*To the Paying Officers of the*  
AUSTRALIAN IMPERIAL FORCE.

*For* COMMONWEALTH BANK OF AUSTRALIA.

Payable to Payee in person only  
NOT TRANSFERABLE NOR NEGOTIABLE  
NOT EXCEEDING TWENTY POUNDS.

SPECIMEN

Received the above Amount this ..... day of ..... 19.....

..... Witness. .... Signature of Payee.  
PAYING OFFICER.

This Draft must be paid PERSONALLY to the Member of the Australian Imperial Force in whose favour it is drawn and may not be endorsed over to any other person. The Receipt must be signed in presence of the Paying Officer who should compare the signature with that in the Payee's Paybook and otherwise verify satisfactorily the identity of Payee. When cashed in accordance with these conditions by any authorised Paying Officer of the Australian Force it will be honoured by the Chief Paymaster, A.I.F., 130, Horseferry Road, London, S.W.

**THIS AUTHORITY WILL LAPSE IF NOT PRESENTED WITHIN ONE MONTH FROM DATE, AND MUST NOT BE PAID IF ANY ALTERATIONS APPEAR ON THE FACE HEREOF.**

[SEE OVER.]



**CERTIFICATE BY PAYING OFFICER.**

I Certify that the Payee produced his Pay-book No.....  
and was otherwise identified to my satisfaction in the manner detailed  
at foot.\*

Payee must be known to the Paying Officer or be  
identified by an Officer of Payee's Unit who must  
sign this Certificate accordingly.

.....  
*Paying Officer.*

.....  
*Rank.*

.....  
*Unit.*

.....  
*Date.*

**\* Here state whether known personally or by whom identified.**

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