

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

Pay

Item number: 5/5/6

Title: Paymaster, 3rd Australian Division

May 1918



AWM4-5/5/6

CONFIDENTIAL.

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

Australian Imperial Force.

WAR DIARY

OF

Paymaster 3rd Aus. Div.

FOR

May. 1918

Signature of Officer compiling

K Phillips Lt

Signature of Officer Commanding

K Phillips Lt

May 1918

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
or
INTELLIGENCE SUMMARY.

(Erase heading not required.)

~~Duplicate~~
Original

Army Form C. 2118.

Paymaster 3rd Aus. Division

| Place | Date | Hour | Summary of Events and Information | Remarks and references to Appendices |
|------------|---------|------|---|--------------------------------------|
| St Braten | 1/5/18. | | A new system in connection with the recovery of separation allowance overpaid owing to a soldier, upon being promoted to commissioned or non-commissioned rank failing to increase his allotment in accordance, has been adopted by the Chief Paymaster. From a perusal of the copy of instructions which is attached it will be seen that the interests of the soldier have been very carefully considered and the new system 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. | |
| Allonville | 11/5/18 | | 3rd Aus. Divl H.Q.s moved from St Braten to Allonville and were established at 12 noon | |
| | 12/5/18 | | Nothing to report | |
| | 13/5/18 | | Proceeded to Abbeville and drew 400,000 (£14666-13-4) for | |
| | 14/5/18 | | Divisional Pay. | |

May 1918

WAR DIARY

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.

INTELLIGENCE SUMMARY.

(Erase heading not required.)

Paymaster 3rd Aus. Div.

| Place | Date | Hour | Summary of Events and Information | Remarks and references to Appendices |
|------------|----------|------|---|--------------------------------------|
| Allonville | 15/5/18. | | Divisional Pay Day. Imprest advances were made to all units. Divisional Headquarters have arranged for the supervision of the rendering of statements in connection with the Regimental Reserve and Regimental Trust accounts and Bonteen accounts of all units of the Division. Monthly and Quarterly statements will be forwarded direct to Divisional Headquarters and then despatched in one batch to the Auditor A. I. 2 for examination. This procedure while helping units to keep their accounts in order will be of invaluable assistance to the Auditor. | |
| | 16/5/18 | | } Nothing to report | |
| | 21/5/18 | | | |
| Elisy | 22/5/18 | | 3rd Aus. Div. H.Q. moved from Allonville to Elisy. | |
| | 24/5/18. | | Drew 100,000 francs from the Paymaster A. I. 2 Aust Corps. Headquarters. | |

WAR DIARY

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.

INTELLIGENCE SUMMARY.

(Erase heading not required.)

Paymaster 3rd Aus Division

May 1918

| Place | Date | Hour | Summary of Events and Information | Remarks and references to Appendices |
|------------|----------|------|--|--------------------------------------|
| Allouville | 25/5/18. | | Nothing to report. | |
| | 28/5/18 | | | |
| | 29/5/18 | | Proceeded to Abbeville and drew 400.000 francs for Divisional pay. | |
| | 30/5/18. | | Paid all Imprest Holders of Division. | |
| | 31/5/18. | | Nothing to report. | |

K. Phillips
LT PAYMASTER.
3RD AUSTRALIAN DIVISION.

WAR DIARY

OF

Paymaster 3rd Aus. Div.

FOR

May

1918.

LIST OF APPENDICES.

No.

Subject.

- (a) Statement of Financial Transactions
- (b) " " Miscellaneous " "
- (c) Copy of Instructions regarding recovery of Separation Allowance overpaid!

K. Phillips
PAYMASTER,
3RD AUSTRALIAN DIVISION.

STATEMENT OF RECEIPTS AND EXPENDITURE.

Divl Paymaster 3rd Aust Div.



MONTH: MAY 1918

| RECEIPTS | AMOUNT | EXPENDITURE | AMOUNT. |
|------------------------------|---------------|--|---------------|
| <u>BALANCE FORWARD</u> | 2398. 13. 8. | <u>ADVANCES TO AUST. PAYMASTERS.</u> | 4674. 0. 0. |
| <u>TOTAL ADVANCES.</u> | 42366. 13. 4. | <u>AUST. ACQUITTANCE ROLLS.</u> | 37007. 9. 0. |
| <u>POST OFFICE RECEIPTS.</u> | 2535. 7. 8. | <u>"OTHER GOVT. ACQUITTANCES. ROLLS"</u> | 201. 2. 4. |
| <u>REMITTANCES.</u> | 5. 0. 0. | <u>ADVANCES TO B.E.F. IMPREST HOLDERS.</u> | 1979. 4. 2. |
| <u>CREDIT TO P/L A/C.</u> | 7053. 12. 1. | <u>TRUST A/C'S.</u> | 1087. 6. 9. |
| <u>CASH IN EFFECTS.</u> | 93. 2. 10. | <u>BILLS.</u> | 172. 7. 1. |
| <u>TRUST A/C'S.</u> | 932. 18. 6. | <u>BANK WARRANTS.</u> | 3539. 2. 0. |
| <u>SUNDRY EXPENDITURE.</u> | - - - | <u>SUNDRY EXPENDITURE.</u> | 262. 3. 4. |
| | | <u>BALANCES CARRIED FORWARD.</u> | 6462. 11. 1. |
| | | <u>(Cash on hand and with Sub-Imprest Holders)</u> | |
| | | <u>CONVERSION.</u> | 2. 4. |
| | <hr/> | | <hr/> |
| | £55385. 8. 1. | | £55385. 8. 1. |

Field.
31/5/18.

K. Phillips
.....Lieutenant,
Divisional Paymaster Third Australian Division.

APPENDIX

F 5

128

APPENDIX

B⁶

MISCELLANEOUS



"B"

Div Paymaster 3rd Aust Div.

Month: MAY 1918.

WAR Savings Certificates

NO

AMOUNT

NIL

NIL

NUMBER

SUB-IMPREST ACCOUNTS

Sub Imprest Balances outstanding at end of Month

Dr & Cr Advices dealt with

Letters received

Letters despatched

Allotments dealt with.

60

19

4532

2644

2330

201

K. Whitley
Div. Paymaster 3rd Aust. Div.

INSTRUCTIONS TO PAY SERGEANTS

RECOVERY SEPARATION ALLOWANCE

7
Lummarise

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 minimise 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 $\frac{1}{2}$ d | Increase required | 6d. |
|----------------------|----------------------|-------------------|--------|
| " | " | " | " |
| " | " | " | " |
| " | 1. 1 $\frac{1}{2}$ d | " | 1. 3d. |
| " | 1. 5d. | " | 1. 6d. |
| " | 1. 9 $\frac{1}{2}$ 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.

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.

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 1/9¹/₂d. 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 @ 1/9¹/₂d - £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.

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

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.

3. 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.