

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

Pay

**Item number:** 5/6/12

**Title:** Paymaster, 4th Australian Division

December 1918



AWM4-5/6/12

**CONFIDENTIAL.**

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

Australian Imperial Force.

**WAR DIARY**

OF  
*Paymaster - 4th Austn Div*

FOR  
*December 1918*

Signature of Officer compiling *Mitchell*

Signature of Officer Commanding *Mitchell*

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.)

182

Place	Date 1918	Hour	Receipts	Exp <sup>*</sup>	Inc. P.M. Acq. Ret <sup>o</sup>	Balance	Correspondence	Summary of Events and Information	Remarks and references to Appendices
SAINES	DEC 1	9 p.m.	337,374.40	12,803.70	5430	636,733.95	104	27	Recd Advance 375,000 pro from Paymaster 2nd Aust Div
"	2	"	2,675.70	7,428.90	4815	631,930.75	178	-	
"	3	"	645.30	15,751.00	3,370	623,139.55	184	-	End of Return Period
"	4	"	5,978.45	560,137.00	2,065	66,916.00	190	20	Divisional Fortnightly Pay-day
"	5	"	37,515.65	16,966.55	570	<del>88,465.10</del> 20,949.45	50	-	
"	6	"	43,731.55	3,023.70	2,575	129,192.75	107	172	
"	7	"	12,936.95	6,102.40	2,785	136,027.30	139	76	
"	8	"	22,370.90	11,201.10	3,110	147,197.10	184	31	
"	9	"	15,818.70	5,435.40	2,955	157,579.85	207	16	
"	10	"	5,206.45	4,751.30	3,530	158,185.00	167	11	End of Return Period
"	11	"	13,059.40	10,989.50	4,830	160,204.90	174	38	
"	12	"	2,716.45	7,530.00	6,830	155,391.35	186	11	
DIVANT.	13	"							Moved Saines to Divant. Office staff and gear arrived 1900.
"	14	"	1,543.55	3,341.75	1,320	150,593.15			Office opened 1000.
"	15	"	Nil.	3,007.35	1,080	150,585.80	47		

WAR DIARY

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or  
INTELLIGENCE SUMMARY.

182

(Erase heading not required.)

Place	Date 1918	Hour	Receipts	Expenditures	Inc PM Acq Rolls	Balances	Summary of Events and Information		Remarks and references to Appendices
							Correspondence Desp	Addresses	
DINANT	Dec 16	9pm	29149.60	102.25	2555	124545.80	140	40	
	17	"	3930.45	13515.95 <del>3930.45</del>	9015	114961.60	179	64	End of Retiree Period
	18	"	14478.55	24066.45	10730	105373.70	97	63	
	19	"	1291.30	13426.30	9115	93238.70	196	51	
	20	"	505.05	27649.40	6220	66094.35	50	27	
	21	"	2669.55	36840.95	22940	32922.95	208	9	End of Retiree Period
	22	"	1006628.05	599354.75	3720	440202.35	94	161	Divisional Fortnightly Pay Recd 100000 Field Cashier CHAUDRY.
	23	"	8036.80	195078.05	7770	253155.00	160	80	
	24	"	Nil.	223453.00	11888	29702.00	120	54	
	25	"	-	-	-	-	58	69	Christmas Day
	26	"	10996.50	1000.00	-	39698.50	130	72	
	27	"	1518.40	15320.50	7775	27896.40	120	40	
	28	"	4883.70	8802.60	6550	21977.50	115	13	End of Retiree Period
	29	"	17024.45	21197.65	1100	17804.30	101	17	
	30	"	554812.35	522189.25	11315	50296.95	104	2	Divisional Fortnightly Pay Recd 550000 Staff PM Corps.
	31	"	54419.35	43985.40	10175	60730.90	149	209	

A6945 Wt. W11422/M1160 350,000 12/16 D. D. & L. Forms/C./2118/14.

*Whitch*  
Lieut.  
Maj. Wainman 5th Aust. Div.

# WAR DIARY

OF

Paymaster, 4th Australian Division.

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FOR

December, 1918 191

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## LIST OF APPENDICES.

No.	Subject.
1.	Pay Sergeants' Instructions No 19
1a.	Refce Acquittance Rolls - Numbering of Imprests.
2.	Pay Sergeants' Instructions No. 20.
3.	Relaxation of Pay restrictions for Xmas Pay.
4.	Passages to Australia for Wives and Dependents of Members of the A. I. F.

Lieutenant,  
Paymaster, 4th Australian Division.

Appendix ①

PAY-SERGEANTS' INSTRUCTIONS.

Number. 19.

Payments to soldiers without pay-books.

Cases have been brought under notice where Paying officers have made payments, sometimes of fairly large amounts to officers and soldiers who are not in possession of paybooks. The Chief Paymaster instructs that where an Imprest Holder considers that payment should be made to a member of the A. I. F. not in possession of a paybook, authority to issue pay must first be obtained from the Paymaster of the formation to which the unit concerned belongs or is attached. Such authority will be given only in very exceptional cases, and ~~all~~ advice thereof must be sent to the Chief Paymaster of each.

Payments to Officers and Other Ranks under open arrest awaiting trial

The question of the above has been taken up with the Chief Paymaster, who has given the following ruling:-  
"Reference A.I.F Order 1257 will show that Section 119 of the Defence Act provides that no member of the Defence Force shall, without the authority of the Minister, be entitled to receive any pay or allowances while under any charge of which he is afterwards convicted by any Court or by his Commanding Officer etc.  
This will be interpreted to mean that no advances will be made to any member of the A.I.F. while under open arrest except such advances be made against a Credit which had accumulated prior to date of arrest. In making any advance, due regard must be paid, not only to the ordinary restrictions on drawings, but to the position which might arise should a forfeiture of pay be subsequently promulgated. This means that the allotment (if any) in operation during the period of open arrest will be a factor to be considered in making an advance against any credit which has already accumulated.  
The principle to be followed is that laid down in Article 292 of the Royal Warrant for Pay, which provides that where an Officer is under arrest his pay may be issued to him in arrear from time to time, and advances must not be made against pay until it has been determined that such pay has actually been earned. As far as possible Public Funds must be safeguarded."

1914 personnel eligible, but not desirous of taking leave in U. K. or elsewhere.

Applications for 25% Deferred pay in above cases must be forwarded to the Chief Paymaster for computation of the amount of Deferred Pay due, and issue of necessary Credit Note to complete.

Drivers - A. I. F. Order 785.

With reference to the following ruling by the D.A.G. dated 14.11.17 reading:

"A.I.F. Order 785 differs in construction and intention from the order which provides that Temporary N.C.O's. will be reverted on becoming wounded etc. A Driver appointed under A. I. F. Order 785 continues to hold that rank only whilst employed in the capacity of Driver and is to be reverted when relegated to other duty. When a Driver is evacuated wounded etc., he is still technically 'Employed' as a Driver though unfit for other actual duties. On his return to duty, he will, if employed as a Driver, retain his rank; if not so employed, he will, if appointed under A.I.F. Order 785 be reverted."

The Chief Paymaster was asked for a decision as to when a Driver would revert and how it was intended to maintain control of such reversions in the following cases:-

- (1) A Driver discharged from hospital in England and is held temporarily on duty before returning to his unit
- (2) A Driver discharged from hospital, in England, and is held permanently for the reason that his injuries have brought him to a grade not fitting him for return to his unit.

Copy of his reply dated 31st October, 1918, is appended for your information:

"Drivers appointed prior to 3.8.17 who still held appointments on that date will retain their status until disgraced for misconduct or inefficiency. But with regard to a Driver appointed on or since that date, the position is as follows:-  
If discharged from hospital in England he will retain his status and rate of pay as a Driver until he is attached to, or transferred to, or fills a vacancy in, an authorised establishment of any unit or formation other than that in which he was granted his appointment as Driver. If he returns to his old unit he does not revert provided he can be employed as a Driver within the authorised establishment.  
If he goes to another unit he does revert unless absorbed as a driver in the authorised establishment of that unit. Any change of status will be shown on B213 form the proper compilation of which the O. C. the unit is responsible for.

182

(3)

The question of permanency or temporary nature of the appointment does not enter. "We must rely on the A. F. B. 213 which should be accurately compiled and show appointments according to the regulations as part of the duty of the C. O."

Debit and Credit Advices.

Please arrange to return all Debit and Credit Advices from 14P. to me.

The only cases where action may be proceeded with are Credit Advices for Remittances and Hospital Forfeitures and any special cases (such as a Debit Advice for a cable recently sent) when it is apparent that the amount could not have been previously entered.

Pay of Released Prisoners of War

Released prisoners of War, when en route for or at a Concentration Camp prior to departure for England, may be <sup>paid</sup> the following maximum initial advances to cover their requirements in France:-

- Officers 150 francs
- Other Ranks 50 francs.

and Rolls suitable endorsed.

Every precaution must be taken to verify identity of applicants, and as I propose to pay any such at this office, please see that any applicants which come under your notice are armed with the necessary identification.

Separation Allowance Schedules.

Cases have occurred where it is known that Separation Allowance is being paid on behalf of certain members of the A. I. F. whose names, however do not appear on the schedules recently circulated.

Please arrange to compile a list as soon as possible of all such, giving full particulars of soldier and allottee, and any other particulars you may be able to get hold of. If your schedules have already been returned to London, you will have to pick this up from the pay-books. If the schedules have not been sent, attach the lists asked for to them when sending them forward.

Declarations of Loss of Paybooks-

The Chief Paymaster has requested that, with a view to obtaining convictions in connection with Paybook cases, the following procedure be adopted when completing a D. O. L:-

- (1) That the soldier, when signing the D. O. L., shall have some person with him who can identify him, the person identifying to sign as such. Signatures of soldier and person identifying to be witnessed by the party taking the D. O. L. (P.T.O.)



- (2) The same procedure is to apply when paybooks are issued a receipt from the soldier being obtained, the soldier identified, and signatures witnessed.

Remittances of Cash or Unrawn Pay.

It has been found necessary, owing to the frequency with which paybook figures differ from the Ledger Card to institute some basis of investigating discrepancies.

The Chief Paymaster has accordingly directed that every remittance should be accompanied by an extract of Paybook.

A supply of forms to be used for this purpose is forwarded, and you are directed to bring them into use forthwith.

Acquittance Rolls.

I am attaching a copy of a list showing numbers which have been allotted to all the Imprest accounts of this Division. Commencing from the next pay, this Imprest Number is to be quoted on all papers referring to Imprest Matters and is to be inserted in the Paybook in the "Place" column, instead of the words "In the Field". All Imprest Holders have been advised of this.



Lieutenant,  
Paymaster, 4th Australian Division.

3rd December, 1918.

Sub-Imprest Accounts of Paymaster, 4th Australian Division.

Unit	No.	Unit.
D.	Paymaster, 4th Aust Divn.	D30. 51st Battalion
D1.	4th Div. Artillery Hqrs.	D31. 4th Machine Gun Battalion
D2.	10th F. A. Bde Hqrs.	D32. 4th Pioneer Battalion
D3.	37th Battery	D33. 4th A. L. T. M. Battery
D4.	38th Battery	D34. 12th A. L. T. M. Battery
D5.	39th Battery	D35. 13th A. L. T. M. Battery
D6.	110th Battery	D36. 4th Field Ambulance
D7.	11th F. A. Bde. Headqrs.	D37. 12th Field Ambulance.
D8.	41st Battery	D38. 13th Field Ambulance.
D9.	42nd Battery	D39. 4th Div. Engineers Headqrs.
D10.	43rd Battery	D40. 4th Field Coy. Engineers
D11.	111th Battery	D41. 12th Field Coy. Engineers
D12.	4th D. A. C. Hqrs.	D42. 13th Field Coy. Engineers.
D13.	No.1 Sec., 4th D. A. C.	D43. 4th Div. Signal Coy.
D14.	No.2 Sec., 4th D. A. C.	D44. 7th Coy. A. A. S. C.
D15.	S.A.A. Sec., 4th D. A. C.	D45. 14th Coy. A. A. S. C.
D16.	7th M. T. M. Battery	D46. 26th Coy. A. A. S. C.
D17.	8th M. T. M. Battery	D47. 27th Coy. A. A. S. C.
D18.	4th Inf. Bde. Headqrs.	D48. 4th Mobile Vet. Sec.
D19.	13th Battalion	D49. 4th Aust. Sanitary Section
D20.	14th Battalion	D50. 4th Div. Salvage Coy.
D21.	15th Battalion.	D51. D. R. P. M., 4th Aust. Div.
D22.	16th Battalion	D52. 4th A. M. T. Coy.
D23.	12th Inf. Bde. Headqrs.	D53. 4th Div. Reinforcement Wing
D24.	45th Battalion	D54. 4th Aust. Div. Concert Party.
D25.	46th Battalion	
D26.	48th Battalion	
D27.	13th Inf. Bde. Headqrs.	
D28.	49th Battalion	
D29.	50th Battalion	

182

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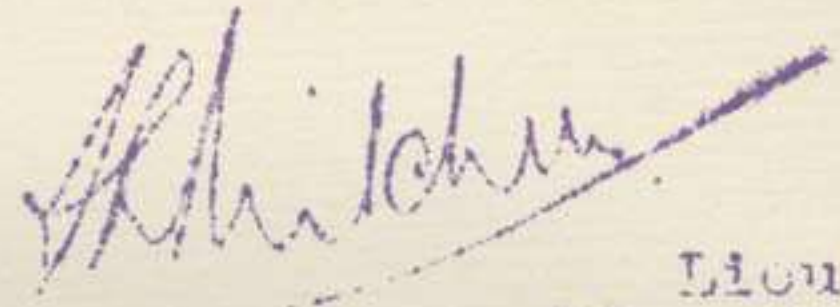
Reference Acquittance Rolls.

There will shortly be instituted a scheme for showing each individual payment made to A. I. P. personnel on a separate acquittance Roll so as to speed up to the maximum the bringing of Pay Ledger Accounts up to date.

As a preliminary measure to this proposal, each Imprest Holder has been allotted a number to his Imprest Account, which number will always be shown on Requisition for Cash form, each Acquittance Roll, and in the Paybooks under the heading "Place" instead of showing "in the Field" as at present.

The number allotted to your Imprest Account is  
Rolls will henceforth be numbered (consecutive  
numbers of Rolls).

Will you please put this scheme into effect from the date upon which you next draw on Imprest.



Lieutenant,  
Paymaster, 4th Australian Division.

Acquittance Rolls. In order to speed up the posting of Acquittance Rolls on to the Ledger Cards in London, it will be necessary for you to see that as little delay as possible occurs between the time that your units are paid and the receipt of the Acquittance Rolls in this office. Acquittance Rolls should reach the Chief Pay Office in one week from the date of payment. Under present conditions, this should be easily possible.

Separation Allowances Variation advices. with regard to the above, it will be necessary for you to complete on the back of Variation Form the certificate of entry on Page 18 of Paybook.

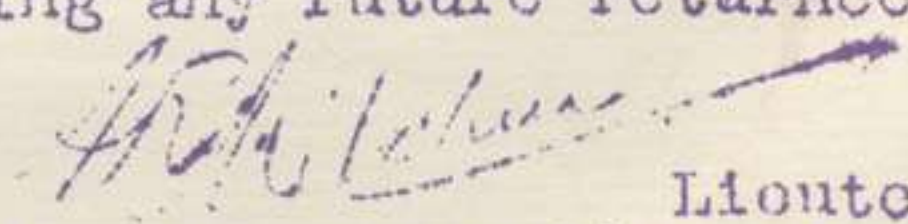
German or Occupied Territory Currency. Please note that no German or Occupied Territory Currency will be accepted by this or any other Australian Paymaster Office. It would be as well for you to bring this fact under the notice of the Commanding Officer of your Unit, and the Canteen Authorities.

English Allotments of Personnel Returning to Australia. The Chief Paymaster is in communication with the Defence Department regarding the above subject, and has suggested the following:-

- (1) If soldier still abroad and allottee proceeding to Australia, advances to latter up to 60 days allot. and Sep. Allow. Subsequent payment to be transferred to Australia.
- (2) All cases with effect from 25.9.18 where soldiers embark from Australia, allottee remaining on this side, allot. and Sep. Allow. will be paid for 100 days beyond date of Soldier's embarkation and then cancelled. District Paymasters to instruct Soldiers to make provision for dependents after the 100th day.
- (3) If provision made by further allotment it is to be advised London.
- (4) Allotments of soldiers who embarked prior to 25.9.18 will be cancelled from 3.1.19 unless D.P.M.'S cable earlier cancellation.
- (5) These provisions apply to non-dependents unless the soldier instructs otherwise before departure.

Should this proposal be approved it will be promulgated later in A.I.F. Orders. In the meantime you will take action in accordance regarding any future returnees.

8th December, 1918.

  
Lieutenant,  
Paymaster, 4th Australian Division.

182

Appendix 3

To All Imprest Holders,

4th Australian Division.

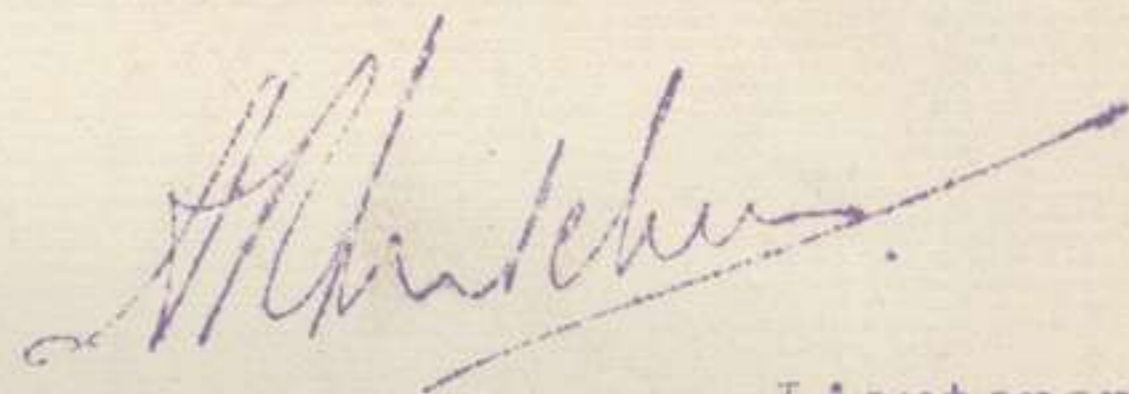
Reference Pay - Sunday, 22nd December, 1918.

Approval has been given by the Headquarters, A. I. P., for the relaxation of restrictions on Drawing Rates of soldiers on one pay prior to the 25th December. On your next pay-day, therefore, you are authorised to pay at the following rates if the necessary Credit exists in soldiers' accounts:

Privates	Up to 30 francs
Corpls, & Sergts,	Up to 140 francs.
C.S.M's S/Sgts &c	Up to 160 francs.
Warrant Offrs C.1	Up to 180 francs.

This concession will, of course, apply to the next pay only.

15th December, 1918.



Lieutenant,  
Paymaster, 4th Australian Division.

182

Appendix 4  
Number 21.

Instructions to Pay Sergeants  
4th Australian Division.

Re. Passages to Australia for Wives and Dependents of Members of the  
Australian Imperial Force.

A Circular on this subject has recently been issued by Administrative Headquarters to all members of the A. I. F. having Dependents in the United Kingdom, and it is quite likely you will be receiving enquiries as to the correct procedure to be adopted in connection with applications for these passages.

The following particulars are therefore published for your information:-

1. Inquiries in this connection should be made in the first instance to the Repatriation Department, High Commissioner's Office, Australia House, Strand, W.C.2, where the initial arrangements are made and berths reserved pending receipt of passage money. A recommendation is then forwarded to the Chief Paymaster for an advance in respect of the approximate cost of passage.

2. In this regard, authority is given in a cable just received from the Defence Department for an advance of up to 75% of Deferred Pay to meet the cost of passage. Due cognisance however is to be taken of the state of the member's account. The amount to be advanced, plus any amount the soldier may be overdrawn, must not exceed 75% of deferred pay. In estimating the latter, forfeitures are to be taken into account.

3. Where the member is able to attend personally at the Chief Pay Office, and furnishes the necessary certificate from the Repatriation Department, his account is investigated, and if found to satisfy the above requirements, an Acquittance Roll for the approximate cost of passage is taken from the soldier, a Debit is placed in Paybook for the amount, and a corresponding Credit raised in respect of Advance of Deferred Pay. The Credit is necessary in order to obviate any prejudice to the drawing power of the member. A cheque is then drawn and forwarded to the High Commissioner to be held in trust on behalf of the ~~member~~ dependent concerned, who in due course is communicated with and final arrangements made for voyage to Australia.

4. Regarding Soldiers in France and Depots in U. K., the Paymaster will be at once communicated with and informed in each case of the state of the soldier's account and approximate Deferred Pay, according to the records in the Chief Pay Office. It will then devolve on the Paymaster to take the necessary action as outlined above in regard to debiting the soldier's Paybook with the amount of passage money. He will, however, satisfy himself that account warrants such advance. An Acquittance Roll must

P. T. O.

182

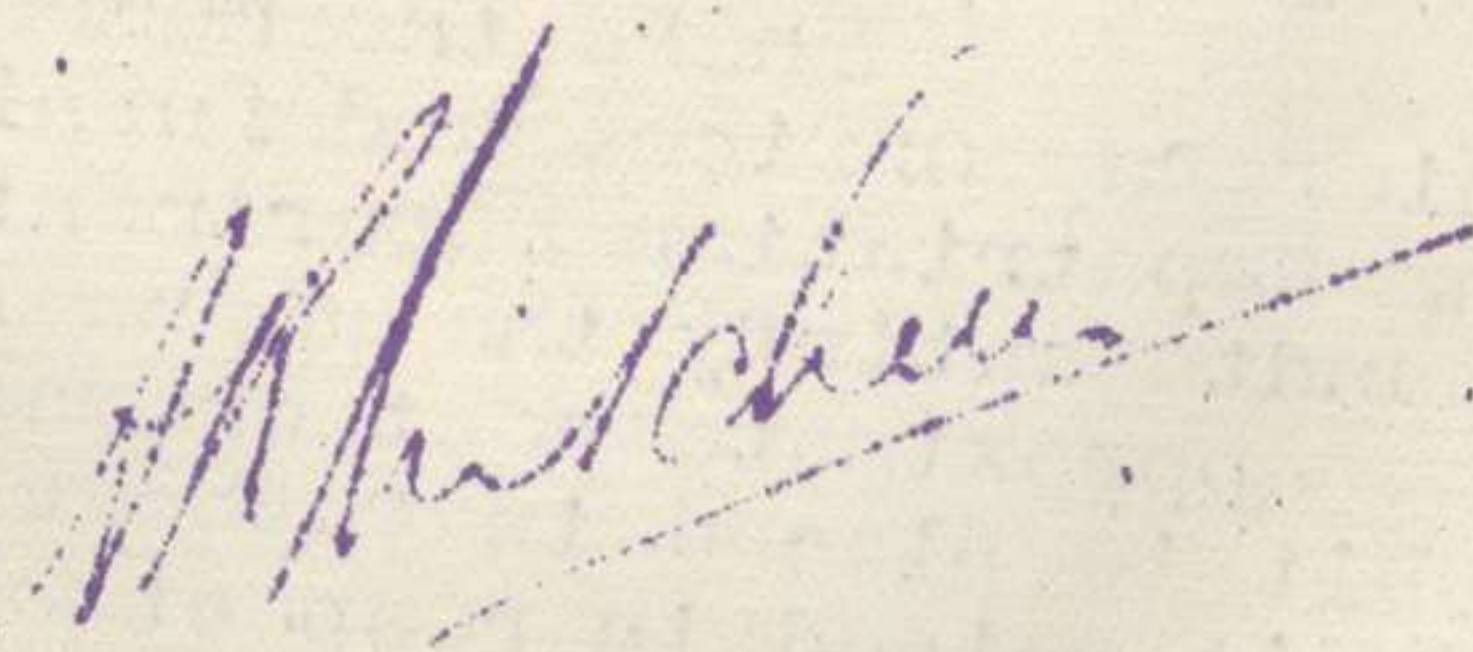
(2)

be secured and forwarded at once to the Chief Pay Office (SF) and the amount debited in the paybook. The Credit entries for Deferred Pay will not be raised in the paybook until receipt of the necessary Credit Advice from the Chief Pay Office.

5. For your information, a schedule embodying passage rates and other information is attached. It will be observed that the minimum fare is £23, and no encouragement should be given to soldiers to secure advance up to full 75% of Deferred Pay, otherwise the object of deferment will be to some extent defeated, and it is to be clearly understood that no advance exceeding 75% will be granted. An advance of two months' allotment is payable to the dependent and the combined sum must, as far as the Chief Pay Office is concerned, meet the cost of passage and other attendant expenses.

(6). No part of the advance of deferred pay is handled by the member or by his dependent and should the amount advanced be more than sufficient to meet the cost of passage, the balance will be refunded to the Chief Pay Office and the Pay Ledger account of the member concerned will be adjusted accordingly.

(7). It should be impressed upon all concerned that all communications in connection with these passages must be treated and replied to with the utmost expedition, as owing to limited accommodation at present available, should a wife through delay lose her passage in a certain boat, it may be some considerable time before another opportunity offers of proceeding to Australia. Any cases that come under your notice, therefore, must be given preference over everything, and sent to me by the speediest method available.



December 19th, 1918.

Lieutenant,  
Paymaster, 4th Australian Division.

18  
(copy of circular issued from A.I.F. Adm. Headqrs.)  
Passages to Australia for Wives and Dependents of members of the A.I.F.

It is feared that wives and dependents of members of the A.I.F. will experience the greatest difficulty in securing passages to Australia during the period of the return of troops.

It has, however, been arranged to allow a limited number of A.I.F. soldiers' wives and dependents to embark for Australia prior to return of troops.

For your information, the various routes available and the cost of passages are set out hereunder.

THE ALL SEA ROUTE: An 'Open' berth costs £23, also when available berth in two cabins with more than four berths £36; berth in four-berth cabin £38; berth in two-berth cabin £40; one child under 3 years is carried free, but others under 3 years are charged quarter fare; children between 3 and 12 years of age, half fare.

There is no 1st or 2nd class accommodation by this direct all-sea route. Passengers travelling 3rd class may have to accept "open" berth accommodation, which is in no way comparable to a third class passage in peace time. A soldier is not permitted to travel with his wife or dependents. All persons must pay their own fares from port of disembarkation in Australia to final destination.

For passages via U.S.A. or Canada the fares are approximately as follows:

3rd Class. Including an estimated amount for sleeper on train across America or Canada.

One infant under one year	About £1
x Any others under one year	" £6. ea.
Child 1 year and under 3 years	" £6.
Child 3 years and under 5 years	" £17.10.0
Child 5 years and under 12 years	" £26.
Adults (i.e. those of 12 years and over)	" £55.

2nd Class. Not including sleeper or food on American or Canadian rail, £65.12.6, per adult (12 yrs and above)

1st Class. Not including sleeper or food on American or Canadian Rail, £90.12.0 per adult.

Steamer connections with the Pacific side cannot be guaranteed and all incidental expenses incurred on the American continent must be met by passengers.

If you desire to make application, the enclosed form should be carefully filled in and returned to this office. State clearly if 3rd Class by All-Sea route or 1st, 2nd, or 3rd, Class by Canadian route is desired. It is impossible to give any definite sailing-dates for the all sea route. Via U.S.A and Canada opportunities usually occur every three weeks. In certain cases arrangements can be made whereby the cost of the passage is debited to the soldier's pay account. On the soldier's return to Australia, representations can then be made to the Repatriation Department who may reimburse the whole or part of such expense. This arrangement is very favourable to the soldier, and owing to the shortage of shipping, you are strongly urged to at once avail yourself of this opportunity of returning



(2).

to Australia immediately, as it will be withdrawn when the repatriation of the troops commences. Civilians other than wives and dependents should apply to the Official Secretary Commonwealth Offices, Australia House, Strand, W.C.2.

x Canadian Pacific (private arrangements)

No passports necessary for wives of Australian Soldiers going by the All-Sea Route.