

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

Pay

**Item number:** 5/6/13

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

January 1919



AWM4-5/6/13

Confidential

Original  
~~Duplicate~~  
~~Triplicate~~

182

War Diary

of  
Paymaster 4th Austn Div  
for  
January 1919.

*Whitcher*  
L. PAYMASTER.  
4TH AUSTRALIAN DIVISION.  
Officer Compiling

*Whitcher*  
L. PAYMASTER.  
4TH AUSTRALIAN DIVISION.  
Officer Commanding



# WAR DIARY

Army Form C. 2118.

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.

## INTELLIGENCE SUMMARY.

(Erase heading not required.)

182

Place	Date	Hour	Receipts	Expenditures	Intr. PM Acq. Roll	Balance	Correspondence		Summary of Events and Information	Remarks and references to Appendices
							Disp	Harices		
Dinant.	1919									
	Jan 1	9pm	-	1851.30	-	58879.60	179	219		
	2	"	10759.10	28943.75	6930.00	40694.95	25	3.		
	3	"	46189.20	9454.55	6590.	77429.60	31	16		
	4	"	8285.25	16841.45	8270.	68873.40	73	32		
	5	"	3620.00	6675.70	6665	65817.80	83	43	Close of Return period	
	6	"	10060.50	68698.60	10390.	7179.60.	30	87		
	7	"	699.80	9920.00	7125	2237.45	49	63		
	8	"	104.35	350.00	-	1991.80	52	31		
	9	"	53876.70	18198.35	12620	37670.25	33	17		
	10	"	1732.60	12565.80	7830	26837.05	72	133		
	11	"	{ 265.35 2832.85 }	13405.00	11290	16530.15	63	31	End of Return period	
	12	"					37	60		
	13	"	503971.60	487549.90	7755	32951.85	107	300	Fortnightly payday - Recd 500000 Frs from Aust Corps	S.P.M
	14	"	36581.30	27997.75	8345	41535.40	83	77		
	15	"	15871.65	22285.10	7020	35121.95	76	61		
	16	"	124292.30	12730.75	4700	446684.50	64	-	Recd 100000 frs from S.P.M Aust. Corps	

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



# 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	Hour	* X *		Inc. P.M.	Correspondence		Summary of Events and Information	Remarks and references to Appendices
			Receipts	Expenditure	Acq. Pells	Balance	Desp.	Advices	
Dinant	1919								
	Jan 17	9 P.M.	6102.60	22720.00	6320	130067.10	48	64	
"	18	"	10270.95	18106.95	16560	122237.10	63	70	
"	19	"	15037.85	9540.85	7150	127728.10	44	63	End of Return period
"	20	"	3670.40	5605.50	5295	75343.50	63	60	
"	21	"	5346.00	39987.95	7505	40701.55	39	-	
"	22	"	4896.00	5465.00	5410	40132.55	73	60	
"	23	"	4228.15	12954.00	6415	31406.70	-	-	
"	24	"	2125.00	6040.00	5040	27491.70	64	19	
"	25	"	504636.35	8934.80	6540	523193.35	38	27	Recd. 500000 Frs from S.P.M. Aust. Corps.
"	26	"	1735.65	7040.00	5940	517888.90	98	54	
"	27	"	4578.95	440920.60	-	81546.35	147	48	Fortnightly pay day.
"	28	"	-	45645.00	35210	35901.35	64	21	
"	29	"	38165.90	54445.00	5295	68622.25	72	26	
"	30	"	37210.70	8596.30	7175	97236.65	47	66	
"	31	"	3951.20	8550.65	6330	92937.20	88	34	



# WAR DIARY

OF

*Paymaster 4<sup>th</sup> Aust Div*

FOR

*January 1919*

## LIST OF APPENDICES.

No.

Subject.

1. *A.L.F. Order 1509*  
*Duties &c of Impres Holders*
2. *Overdrawn a/c.*
3. *Letters to Pay Gps - No 22*
- 3<sup>a</sup> *Officers' Annual Asst. Alce.*

*Albion*  
*Leint*

PAYMASTER,  
4TH AUSTRALIAN DIVISION.



Imprest Holders,  
4th Australian Division.

Refce D. P. M. 25/258.

Your attention is directed to AA. I. F. Order No. 1509, which reads as follows:

"Imprest Holders - Appointment, Duties, ~~Responsibilities~~ Responsibilities, Deficiencies, Course of Enquiry, Appointment.

1. The Officer Commanding Each Unit shall be the Imprest Holder of his Unit.
2. After the date of this order any other officer of the same unit may be appointed by the Officer Commanding to be Imprest Holder in his stead. Such appointment shall not be made except where the general duties of the Officer Commanding preclude his undertaking the duties of Imprest Holder himself. The appointment must be in writing, and two copies, each signed by the Officer Commanding, and each bearing a specimen signature of the Imprest Holder so appointed (which signature shall be his acknowledgement of notification of appointment) shall be forwarded by the Officer Commanding to the Chief Paymaster, A.I.F., Administrative Headquarters, London. The appointment shall take effect when the Chief Paymaster has acknowledged to the Officer Commanding the receipt of the aforesaid two copies.
3. After the date of this order, should the Officer Commanding or the Officer Appointed Imprest Holder in terms of para 2 temporarily appoint any other officer of the same unit to carry out any particular duties or duty of an Imprest Holder the Imprest Holder shall, during the continuance of such appointment, be personally responsible for the due performance of such particular duty or duties delegated to the appointed officer.

Duties. Withdrawal of Advances.

4. (a) The Imprest Holder shall estimate his requirements of cash carefully before drawing an advance, in order that no considerable unexpended balance may remain in his hands after the disbursement of pay, etc.
- (b) Before proceeding to draw an advance he shall assure, as far as possible, that all necessary arrangements have been made for the immediate disbursement, upon his return to his unit, of such advance.
- (c) He shall, as far as practicable, draw advances at such time of day as will enable disbursement on the same day.
- (d) Unless it is impracticable he shall be accompanied on his journey, when in possession of Imprest monies, by another officer for the additional protection of such monies.

5. Custody. all/

- (a) An Imprest Holder shall take reasonable precautions for the safe custody of his Imprest Monies.
- (b) The following extracts from Regulations are quoted for Information:-

F.S.R. 127/4. "Officers receiving Imprests are held responsible for all money so advanced to them until it has been satisfactorily accounted for."

F.S.R. 124/1. "Imprest Holders who unavoidably hold considerable sums of money will apply to the General or other officer commanding  
P. T. O.



for such Military Guard or Escort as may be required to ensure the safety of public money and valuables".

#### 6. Disbursement.

- (a) The Imprest Holder will be responsible for the proper disbursement and acquittance of his Imprest. He will, among other matters, make proper arrangements to ensure:-
- i. The identification of each payee.
  - ii. The signing of entries in Paybooks by the Paying Officer.
  - iii. The proper certification by the Paying Officer and himself of Acquittance Rolls.
  - iv. The rendering to the Paymaster making the Advance, within 48 hours of the receipt of an Imprest Advance of a true and complete statement of account of such Advance, and its disbursement, supported by proper acquittances.
  - v. The refund, within 48 hours of the receipt of the advance, of the unexpended balance thereof, with due regard to para 4 (d) of this Order.
- (b) The following extract from King's Regulation 908 is furnished for information:-
- "Every officer charged with making payments will either make them himself or see that they are made in his presence; he is personally responsible for any sum of money he may entrust to subordinates."

#### 7. Deficiencies.

- (a) If required by any Paymaster in writing, the Imprest Holder shall immediately account to such Paymaster or his representative in full for his Imprest.
- (b) In the event of any portion of the Imprest remaining unaccounted for, the deficiency shall, unless sub-para. (c) of this paragraph is complied with, be forthwith reported to the G.O.C., A.I.F., by the Paymaster becoming aware of such deficiency, with request for authority to restrict the Imprest Holders drawings of pay to such extent as the Paymaster considers proper in view of the possible necessity for the recovery from the Imprest Holder's pay, of Public Funds.
- (c) To meet cases of accidental deficiency, the Imprest Holder shall be at liberty to immediately make up any deficiency good out of his private funds or by means of a debit in his paybook (duly acquitted), provided his paybook would not thereby be overdrawn. Unless fraudulent intent appears, the Paymaster shall not then report the deficiency.

#### 8. Court of Enquiry.

- (a) In every case of deficiency reported in accordance with para. 7 above, a Court of Enquiry shall be convened and shall enquire into the cause of the deficiency. Such a court may be convened and may so enquire into cases where the deficiency has, as aforesaid, been made good by the Imprest Holder.
- (b) The function of the Court of Enquiry will be to express a definite opinion, on the evidence adduced, whether:-
- i. The Imprest Holder failed to comply with any, and if so what, other authoritative order, Regulation or instruction intended for the prevention of such deficiencies;
  - ii.



(3)

8. (b) ii. The deficiency was due to ~~the~~ wrongful act, default, or neglect on the part of some other person definitely ascertained;

iii. The deficiency was due to some occurrence or fact over which the Imprest Holder had no control, and if so, what occurrence or fact.

(c) Attention is drawn to Australian Military Regulation 713. Para 2 of that Regulation reads:-

"Previous notice should be given of the time and place of the meeting of a Court of Enquiry, Committee or Board, and of all adjournments, to all persons concerned in the Enquiry."

Para 3 reads:-

"Whenever any enquiry affects the character or Military reputation of an Officer or soldier, full opportunity must be afforded to the Officer or soldier being present throughout the enquiry, and of making any statement and of giving any evidence he may wish to make or give, and of cross-examining any witness whose evidence, in his opinion, affects his character or military reputation, and producing any witnesses in defence of his character or military reputation."

9. Existing Orders.

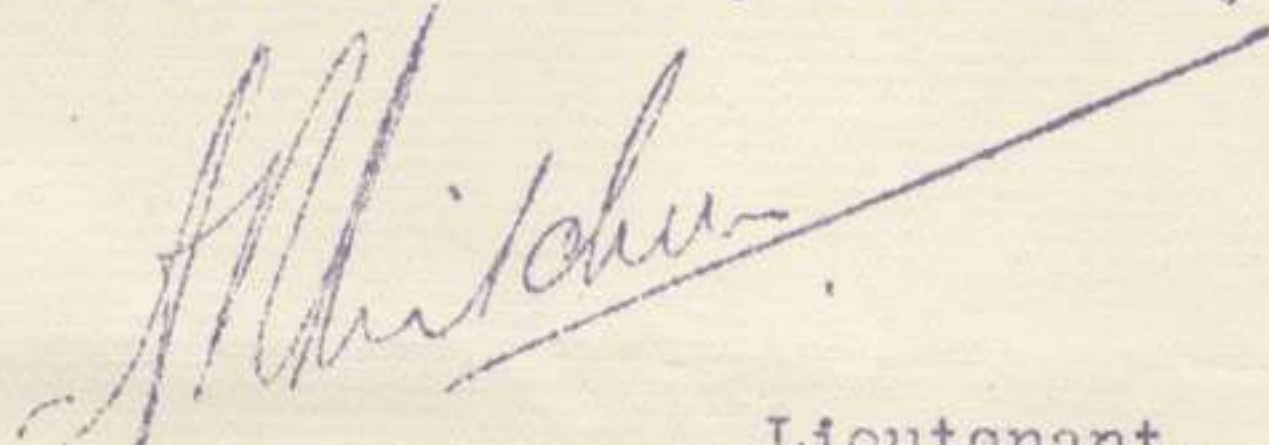
The following A. I. F. Orders should be referred to by all Imprest Holders for their information, viz:-

Nos 142, 200, 270, 303, 492, 696, 723, 724, 1028, 1064, 1122, 1305, 1327.

(Authority: D.A.G., A.I.F., 26/415 of 4.1.19.)

With regard to this order, paras. 1 & 2, will you please furnish me at your earliest convenience with the required information and signatures.

Please arrange to bring this order prominent-ly under the notice of all officers who have, or are likely to have any dealing with Imprest moneys.



Lieutenant,  
Paymaster, 4th Australian Division.

January 15th, 1919.



182  
To. ALL Imprest Holders,  
4th Australian Division.

Appendix B



Reference Overdrawn Accounts.

It has been noticed that there is a marked tendency on the part of Paying Officers of late to disregard the position of Pay Accounts when issuing pay to troops. In this connection I am repeating for your information and guidance A.I.F. Order 423 of 29.6.17.

"Pay - Overdrawn Accounts.

A.I.F. Order No 508 dated 27th February 1917 is cancelled, and the following substituted:-

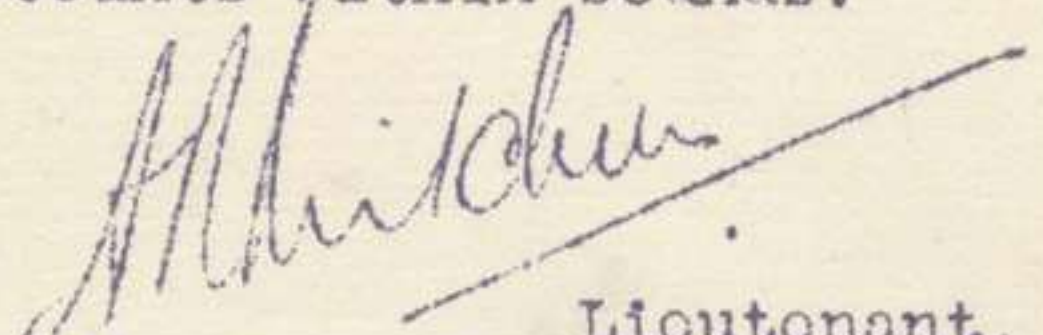
1. Except as provided for in A.I.F. Orders Nos 492 and 696, Imprest Holders and other Paying Officers will not make any advances to any member of the A. I. F. that will cause the overdrawing of the latter's pay account, without obtaining through the usual channels the special sanction of the G.O.C., A.I.F.
2. Where such sanction has been given, or in any cases in which the active pay account is already overdrawn, the G.O. of the unit must notify, and forward the paybook concerned to the Chief Paymaster, A.I.F., or his representative, the Corps or Divisional Paymaster, who will make an entry in the member's paybook placing him on a restricted drawing rate to re-establish credit at the earliest possible date.
3. All Imprest Holders and Paying Officers will be responsible that restrictions of the drawing rates of members as shown in the paybooks, are strictly adhered to and not exceeded.
4. Men in France or Egypt, if their accounts are already over-drawn, are not entitled to avail themselves of the privilege of A. I. F. Order No 696.
5. Excepting in those cases provided for in para. 1, no member of the A.I.F. will-
  - a. Make any payment;
  - b. Accept any payment;if such payment would cause to be over-drawn or further overdraw the active pay account of the person named in the paybook, according to the account which appears in the pay-book.

Any contravention of these orders will result in the Imprest Holder or Paying Officer being held personally responsible to make good the unauthorised advances and amounts incorrectly paid, and also in disciplinary action being taken." (Authority, D.A.G., A.I.F.; 26/217 of 22.6.17)

Cases have also occurred where men are paid in excess of ordinary rates because their accounts appear to be well in credit owing to the existence of some special credit such as a Bank Remittance, without any notation being made to the effect that such payment was made against the special credit.

I shall be obliged if you will draw the attention of all Paying Officers to the extreme necessity, at this stage, of keeping all Pay Accounts within bounds.

Divisional Pay Office,  
15th January, 1919.

  
Lieutenant,  
Paymaster, 4th Australian Division.



Appendix 3

To: All Pay-Sergeants,  
4th Australian Division.

No. 222.

Recovery of Separation Allowance Overpaid.

The following alteration in the method of recovering overpayments of Separation Allowance is now in operation owing to the present military situation:-

1. All cases where a No. 2 Account has been created are now being reviewed and the overpayments are to be debited in the paybooks of the men concerned, and the soldiers' drawing rates amended to show the allotment in favour of the Chief Paymaster cancelled as from inception.

2. In most cases the direct debit will have the effect of overdrawing the soldiers' accounts, and in such instances the following notation is to be clearly inserted on the Credit side of the Paybooks so that no doubt may arise as to the drawing rates to which the men concerned are entitled:-

"Account overdrawn through amendments of rates to cover Separation Allowance. Soldier entitled to draw .... / .... per diem"

In no case is a soldier's drawing rate to be reduced below the amount to which he was entitled when the allotment to the Chief Paymaster was operative.

3. All future adjustments which have to be made on account of overpayment of allotment or separation allowance will, wherever possible, be effected through the amendment of the soldier's rates of pay by a reconstruction of Credits (Note. This may be construed to mean the ante-dating of allotment to cover Separation Allowance thereby reducing the Credit Earnings).

4. Only in exceptional cases, which will not permit of the foregoing method being adopted, will a debit be passed to a soldier's account, except where the District Paymasters have advised overpayment located in Australia, and, as with these overpayments the District Paymasters concerned will already have debited the Chief Paymaster's account current, it will be necessary for us to accept the amount and debit the soldier's account.

5. Where any adjustment under the new method entails over-drawal of a soldier's account, a notation similar to that set out in para. 2 will be inserted in order that the soldier may be given the benefit of the more liberal drawing rates as proscribed for such cases in the instructions issued on the No. 2 Account system.

6. The first batches of cancellation of Chief Paymaster allotments with debit advices for the amount of overpayment attached will be furnished Paymasters within the next few days.



(2).

Return of No. 2 Paybooks.

The Chief Paymaster advises that it has been decided that in view of early demobilisation, application for return of No. 2 Paybooks from Officers and Men in the field will not in future be acceded to. These Pay-books will be returned to Australia either with the non-effective account rendered from the Chief Pay Office, or placed on board the transport on which the member is returning to Australia.

Separation Allowance Payable to Second Wife in Australia when Legal Wife resides in England.

In response to a cable despatched by the Chief Paymaster to the Department of Defence enquiring whether Sep. Allowance has been paid in Australia, the following reply has been received, vide WR.815 of 18th November, 1918:-

"Following system approved:-

1/- a day separation allowance payable each wife and  
6d. a day each child where the soldier's rank is private  
Soldiers allowed the following drawing rates:-

Private	1/-
Corporal and Sergeant	2/6
Staff Sergeant	3/-
Warrant Officer	4/-

balance payable in equal proportions each wife."

It must be clearly understood that this only applies when the legal wife resides in England and the second wife in Australia, not to cases where a man has a legal wife in Australia and has married again since joining the A. I. F.

Reconciliation of Paybooks.

Communications are being received from the Chief Paymaster intimating that a soldier's account is overdrawn a certain amount at a given date, and requesting that a restriction be placed upon the soldier's drawing power, pending receipt of the necessary advices to adjust.

In effect, you are to exercise a strict supervision over the accounts of these men, obtaining the required Declaration of Dependence or Non-Dependence, as the case may be. No entry is to be made in the soldier's paybooks but it must be insured that no withdrawals are made in excess of the restricted drawing rates until further advices are to hand.

Temporary Rank - Promotions and Reversions.

At this stage it is most important that a more careful control be exercised over the Pay Accounts of those holding Temporary Ranks.

The entry in Paybooks showing the Temporary appointment must clearly indicate that the rank is held temporarily and the unit or depot at which it is granted. Records of temporary appointments are to be kept by you, and wherever possible, entries are to be made in Paybooks showing reversions. Where, however, a soldier is evacuated, advice should be sent at once to Chief Paymaster giving full particulars of appointment and reversion and last record of whereabouts.



Increased allotments on account of 29 minor appointments must be obtained, but only in cases where Separation Allowance is to be covered, and then only to the extent by which Separation Allowance is reduced as a result of the appointment. These allotments will be immediately advised to the Chief Paymaster. Particulars of all such allotments should be recorded. Immediately a temporary appointment is relinquished, the authority for the reduction of the allotment to the amount payable prior to the temporary appointment must be forwarded to the Chief Paymaster.

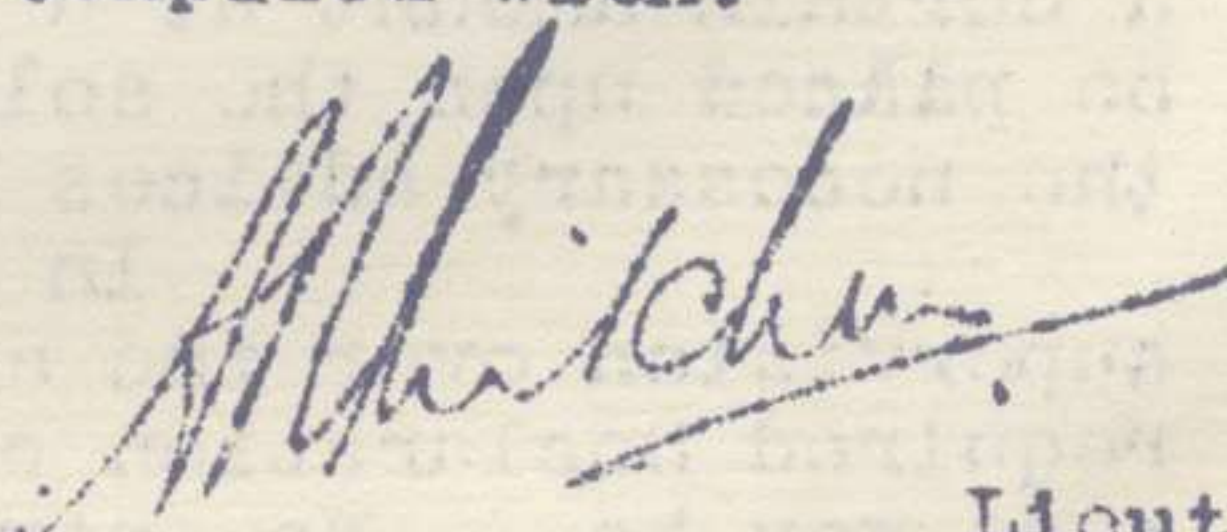
Pay Sergeants will render fortnightly lists of all reversions from temporary rank where Paybooks have not been amended on account of soldier's evacuation. These will be forwarded to the Chief Paymaster for necessary action.

Allotments to Cover Separation Allowance.

The Chief Paymaster requests that special care be exercised in connection with allotments obtained from soldiers to cover Separation Allowance, in order that the correct action is ensured. With this in view, please arrange to insert on all allotment forms in this connection the amount of Separation Allowance being paid as shown in the Paybook. Should no amount be shown therein, you should enquire of the soldier as to the number of dependents he has who are likely to be drawing the allowance.

Overdrawn Pay Accounts.

For the future, you are required to furnish me monthly with a certificate to the effect that you have examined all the paybooks of the units which concern you, and also a report showing all cases in which the provisions of A. I. F. Order 723 have not been complied with.



Lieutenant,  
Paymaster, 4th Australian Division.

3rd January, 1919.



182  
To ALL PAY-SERGEANTS,  
4th Australian Division.

Officers' Annual Outfit Allowance.

The following is a List of all officers of this Division who, at one time or other, returned to Australia and subsequently re-embarked. The date shown on return to Australia is, in most cases, the date on which the officer embarked in England for Australia. Date of disembarkation in Australia is not available at Records, and in the absence of advice from the District Paymasters allowance has been calculated from the time of leaving Egypt or England.

Please take this matter into consideration when making Credit Entries in Officers' pay-books.

Rank	Name	Unit.	1st Emb. Retd to or prom. to Lieut. Aust.	2nd Emb.	Next Allow. due.
Lt.	Addison	L.G. 14th Bn.	8. 5.15	17. 3.17	21.11.17 4. 5.19
Lt.	Bartels	C.N. 4th M.G.	8. 5.15	16. 9.15	3. 4.16 16. 3.19
Lt.	Brierley	A.N. 13th Bn.	?	8. 5.16	7. 2.17 30. 5.19
Mjr.	Browne	D.J.W. 12 P.Amb	28.5 .15	3. 1.18	27. 5.16 19. 1.19
"	Corsor	C.F. 15th Bn.	12. 4.15	5. 7.15	1. 3.16 1. 3.19
Chap.	Dovine	W.D. 12 Inf.	16. 7.15	1. 2.18	1. 5.18 25.11.19
Br. G.	Drake-	Bde.			
	Brockman	E. 4th I.B.	?	8.10.15	6. 3.16 25. 1.19
Maj.	Evans	T.C.C. A.A.M.C.	9. 2.15	19. 1.16	14. 3.16 21.10.19
Cpt.	Gardiner	G.G. 13th Bn.	1. 2.15	12. 4.16	7.10.16 24. 2.19
Chap.	Green	Q. 4 D.H.Q.	12. 5.15	29. 1.18	4. 5.16 1. 2.18
Cpt.	Hayes	P.J. 14th Bn.	8.10.15	16.10.16	7. 2.17 30. 1.19
Lt.	Hohnen	F.H. 12 T.M.B	24. 2.16	17. 3.17	28.10.17 4.10.19
Chap.	Holliday	W.M. Ch.Dpt.	15.1 .16	16.10.16	24. 1.17 22. 4.19
Lt.	King	E.C. 11 FAB.	19. 5.16	10. 9.17	28. 2.18 5.11.19
Chap.	Mangan	W.B. Ch.Dpt.	8. 8.17	15. 4.18	19. 6.18 10.10.19
Cpt.	Matthews	O. F.Amb.	18. 8.15	30. 1.18	5. 5.18 1.12.19
"	McAdam	F.J.M. 4 D.Art.	4. 4.15	26. 1.16	20. 5.16 18.12.18
"	North	F.R. 46th Bn.	1. 9.15	3. 7.17	16.12.17 12. 2.19
"	Retchford	H. 4 D.Art.	3.10.16	6. 4.17	4. 8.17 29. 1.19
Maj.	Playfair	F.A.J. "	- . - .14	28 . 8.15	11. 5.16 11. 5.19
Lt.	Ridge	M.C.50 Bn.	14.11.15	13. 2.17	30.10.17 30. 7.19
Lt.	Robertson	J.A. "	8. 3.16	13. 2.17	19.12.17 11. 1.19
L.Col.	Spurge	C.H. 4 D. Art	19.12.14	10. 4.16	3.10.16 19. 2.19
Lt.	Thorp	G.A. 15th Bn	18. 8.15	28. 1.16	17.11.16 17. 6.19

December 31st, 1918.

*R. Whitcher*  
Lieutenant,  
Paymaster, 4th Australian Division.