

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

Pay

Item number: 5/2/12

Title: Paymaster, Australian Corps

September 1918



AWM4-5/2/12

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The Chief Paymaster, A.I.F.
London.

APPENDIX

PAYMASTER A.I.F.

CORPS. N.O.

Ref. No 111/2

Date 18.10.18

MONTHLY REPORT- SEPTEMBER 1918.

Appended is a Statement of transactions with Notes on fluctuations attached:-

I have to report that although all Divisions have been engaged in active operations during the month, the matters connected with pay have not been seriously interfered with.

With the prospect of all Divisions proceeding to Rest Areas in the near future, it is anticipated that we shall be enabled to exercise a closer supervision over pay matters and when the new Paybook issue has been disposed of, Pay Sergeants should be in a position to deal with all Pay matters without the unavoidable delay which must ensue whilst operations are in progress, and troops passing in and out of the Line. Even at this juncture, however, the Paymaster, 2nd Division reports as follows:-

"With the exception of Artillery Units the work of Pay Sergeants has never been more up to date, Correspondence, adjustment advices, paybooks, returns etc., are in a very satisfactory condition. This is due to Division (with the exception of Artillery Units) being in rest for the past fortnight. The opportunity was taken to bring various Pay Sergeants into this Office for the purpose of giving them a better insight into the organization and purpose of the various systems in operation. It is considered by this, that Pay Sergeants will be given a better knowledge of the functions of the Pay Office and thus enable them to deal with the many intricate items coming under their notice, with more confidence and efficiency. It will also have the effect of obtaining absolute uniformity of action, a feature that will be extended as a leading principle, when the regular inspection of Pay Sergeants records etc. are made by Staff Sgt. Price.

Owing to the shortage of staff in this office, the former anticipations to visit all units whilst "in rest" could not be achieved, but an examination of Pay records for A.A.S.C., 5th 6th & 7th Infantry Bde. Headquarters and 23rd Battalion was made. The reports submitted by the N.C.O. making these inspections shewed that these Pay Sergeants did not lack keenness and the work generally was most satisfactory."

The term "rest" in this connexion is not strictly correct as at the time referred to, the 2nd Division were in "Corps Reserve" and likely to move into the line at any time.

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FURLOUGH FOR 1914 PERSONNEL.

Quite unexpectedly, instructions were issued on the 13th instant for a Draft of 60 Officers and 740 Other Ranks to entrain on the 15th idem for Taranto, Italy where they were to embark for Australia. In the D.A.G.'s Circular I was detailed to make arrangements to issue pay enroute and also see that sufficient cash for 40 days' pay was placed on board the transport. The time being so short, and in the absence of instructions from you, I immediately set out to procure sufficient Australian and English notes and silver for the latter purpose, advising you by wire of my intentions. This arrangement was subsequently cancelled by you. I also procured a quantity of new Paybooks from Boulogne so that in the event of a delay in departure, an opportunity might arise to issue new Paybooks to all ranks so that the old ones might be checked by you. Fortunately this delay did occur and we were able to accomplish the work by concentrating a staff of 28 - M.C.Os at the Assembly Depot. Thanks to the splendid efforts of this special staff, Paybooks were dealt with and all ranks issued with pay within 24 hours. The total pay disbursed was 34,365 francs (£1260. 1. 0).

The Paymasters, 3rd and 5th Aust. Divisions were supervising the issue and Lieut. Phillips, in his report, comments as follows:-

"I would like to fully endorse the remarks made by you in your letter of appreciation, of the way this work was accomplished by Pay Sergeants. The zeal, interest and efficiency displayed in the completion of the issue under adverse conditions, and the very high standard of work performed notwithstanding the extremely short time allowed, make all Pay Sergeants who assisted deserving of special commendation"

All old Paybooks and relative Register Sheets were forwarded to you in one case under the care of Sgt. Palmer, Boulogne Office.

In addition to two Pay Sergeants, i.e. No. 534 Sgt. S.O. Gillespie, 1st Div. H.Q. and No. 2067 Sgt. L.J. Owen, 1st Divisional Pay Office, - returning with the Draft, ~~xxx~~ three others, i.e. No. 454 S/Sgt. W.E. Griffiths, 3rd Divisional Pay Office, and No. 2610 Sgt. B.B. Dawson, 5th Divisional Pay Office and Sgt. Davis, 24th Battalion, were detailed to proceed to Taranto to assist Lieut. Collins in changing currency prior to embarkation. I have since been informed that there was not sufficient time for this and the ~~xxx~~ M.C.Os have returned to their units. Staff Sgt. Griffiths, after ~~xxx~~ assisting with the above, stayed and finalised pay matters in connexion with A.I.F. Personnel at present on duty in Italy.

Another Draft assembled on the 23rd instant, but as ample warning was given in this instance, we had an opportunity of completing the issue without the hurry of the previous one. The Paymasters, 4th and 5th Divisions issued to their quota prior to leaving their units. Owing to changes in staff and the Division being then on the move, it was not possible for the Paymaster, 1st Division, to undertake the work of issuing to members of his units, and his quota, comprising about half the total, was issued, together with Corps Details, at the Furlough Depot. The total amount of cash disbursed to this Draft was 75,855 francs (£2781.7.0)

WAR SAVINGS:

In response to your suggestion that the H.O.O. in Charge of this particular Department of your Office should visit France with the object of stimulating interest and encouraging investment in War Savings ~~xxxx~~ Certificates, I replied stating that in view of the prospect of a rest period for all A.I.F. Troops being imminent, it might be that such an effort would meet with satisfactory results and asked that arrangements for his visit might accordingly be made. With the opening of extended leave for 1914 personnel a large proportion of the available credit balances for investment will probably disappear. Rather a novel method of securing investments in these Certificates has been instituted by the 2nd Aust. Division and is referred to in the Paymaster's report as follows:-

"You will be interested to learn of the efforts put forward by this Division in respect of securing investment in War Savings Certificates. At the latter end of August a Circular was sent all Pay Sergeants calling for a renewal of their efforts to secure investments. To crown this a unique scheme was put forward, and after consideration by the Divisional Staff, it was decided to run a series of sweeps in connexion with the Divisional Sports Meeting, which took place on the 17th instant. The conditions of each sweep ~~xxxxxx~~ were as follows:- Tickets each, 5 francs, each sweep to comprise one thousand tickets. Prizes, £100 War Savings Certificate - ten £10. So successful was the idea that it has been decided to run these continuously and a special Committee has been formed for the purpose. A Trust Account has been opened at this Office under the name of "Tattersalls - sur - Somme" and over £1000 has already been deposited. This Office is supervising the completion of the applications. Up to the present the total completed applications forwarded to London is 2400; Trust Requisitions for covering amount have been passed to Chief Paymaster".

It is quite likely that other Divisions will follow suit seeing the innovation has been so successful, and, if so, an increase in figures might reasonably be expected.

REMITTANCES.

In last month's Report I referred to the necessity of advices being received from you relative to the completion of Remittance applications sent from the field. I am now pleased to note that the system suggested some time ago has been instituted and is quite satisfactory.

SCHEDULES OF SEPARATION ALLOWANCE.

These came to hand during the month and are receiving attention. Immediately the rest period arrives, a great proportion of these should be finalised. The benefits to be derived from having inserted in paybook the actual amount of Separation Allowance being paid, is obvious, and will greatly assist us in obtaining the requisite increase in allotment.

APPENDIX

ISSUE OF NEW PAYBOOKS.

With the receipt of the bulk supply of new Paybooks, instructions were issued during the month for a commencement to be made at the Base Offices and this is proceeding satisfactorily. It is anticipated that the general issue will be undertaken in the very near future and arrangements are being made accordingly.

CHANGE IN EXCHANGE.

Anticipating the alteration of Exchange Rate for the coming month, no advances were made during the latter end of current month, unless it was assured that they would be fully acquitted before the 30th. In spite of this precaution there were several advances outstanding which could not be adjusted before the closing of books owing to the disposition of Units in Forward Area. These will be adjusted in subsequent returns.

As advised in a separate letter the profit on conversion of total cash on hand amounted to £24,594: 9: 4 which is very satisfactory.

PARIS OFFICE.

The Paymaster reports an increase in the number of payments being made in Paris and this will steadily increase as general leave to that city re-opens. His remarks on the general state of Paybooks coming under his notice is worthy of note and confirms what has been written by Paymaster, 2nd Division, that, notwithstanding the difficulties under which Pay Sergeants have been working the Paybooks are in a satisfactory state:-

"In my reports of January and February last, I complained of the backward state of the Paybooks generally; also that many soldiers were being paid their leave advances at their units and often in excess of the rates laid down by the D.A.G. I have now to advise that in these respects there has been a decided improvement. Paybooks are up to date, notwithstanding the fact that we have been constantly engaged in the fighting and rarely, if ever, does an instance come under my notice of a soldier having obtained his advance from his unit.

His comments on advances being made by units in excess of restricted drawing rates are being referred to all Paymasters so that closer supervision may be exercised in respect thereto.


In his capacity as A.I.F. Representative in Paris his remarks on the good behaviour of members of the A.I.F. on leave in that city are particularly pleasing and should be of interest to those in authority

STAFF:

Consequent upon the return to Australia of Lieut. H.L. Peek and Lieut. T.R. Evans, and the transfer to Egypt of Captain R.G. Heley, the following changes have been made:-

Lieut. H. Ryles to be Paymaster, 2nd Aust. Division.
Lieut. H. Richardson " " Havre & Rouen.
Lieut. J.G. Lawless " Relieving Paymaster.

Until the arrival of his successor, Lieut. J.G. Lawless continues to carry out the duties of Paymaster, 5th Division.


Captain.
Paymaster, A.I.F.
Attd. Aust. Corps Headquarters.

MONTHLY REPORT - SEPTEMBER 1918

R E C E I P T S

	P'mr Aust Corps H.Qrs	P'mr 1st Division	P'mr 2nd Division	P'mr 3rd Division	P'mr 4th Division	P'mr 5th Division	311
Balance Forward	56492 3 0	3509 16 0	13313 15 1	5280 12 11	6927 19 6	704 11 9	
Advances	382062 5 9	40333 6 8	30488 6 8	33366 13 4	47666 13 4	49500 0 0	
Credits to Pay Ledger A/cs	1036 5	2744 5 9	2932 2 8	1906 3 11	2187 16 6	3701 12 11	
Cash in Effects	13 7 8	140 0 9	280 15 4	242 0 7	70 18 11	260 15 0	
Cash Remittances	15 15 4	326 18 0	17 8 4	102 17 10	176 4 11	160 18 6	
Trust A/c Receipts	493 17 10	1987 2 5	1498 8 6	2601 10 1	1229 2 7	3236 3 10	
Misc. Receipts	14747 16 5	501 19 0	23 5 5	4 15 11	163 3 0	167 11 9	
Post Office Remittances	2689 13 4	1287 3 8	1271 19 2	1433 13 4	1793 19 6	3794 3 0	
Conversion						1	

457551 4 4 50830 12 3 49826 1 2 44938 7 11 60215 18 3 61525 16 10

EXPENDITURE

	P'mr Aust Corps H.Qrs	P'mr 1st Division	P'mr 2nd Division	P'mr 3rd Division	P'mr 4th Division	P'mr 5th Division	
Advances to Div. P'mrs	228066 13 4		42994 17 4	5716 6 8	525 4 2		
Acq. Rolls Australian	24252 4 8	34343 4 0		32169 17 4	49380 9 4	54978 2 4	
" Other Govts.	731 10 0	114 0 8		121 18 4		132 14 8	
Advances B.E.F. A/cs	47825 1 4	44 0 0	460 16 4	399 6 5	351 1 11	286 13 6	
Bills	56 4 9	17 0 11	181 10 3	150 18 10	26 1 8	16 1 3	
Comm. Bank Warrants	104 0 0	140 0 0	490 0 8	146	439 8 0	460 4 0	
Trust A/c Expenditure	472 16 10	3445 16 0	1122 14 2	2101 7 0	1852 16 0	1761 14 2	
Misc. Expenditure	16369 16 10	580 4 3	45 17 0	158 19 0	228 8 0	204 18 5	
Conversion	1 0	4		11	2		
Balance Forward	139672 15 7	12146 6 1	4530 5 5	3973 13 5	7412 9 0	3685 8 6	
	457551 4 4	50830 12 3	49826 1 2	44938 7 11	60215 18 3	61525 16 10	

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RECEIPTS

	P'mr A.I.F. Rouen	P'mr A.I.F. Havre	P'mr A.I.F. Paris	P'mr A.I.F. Boulogne	Total
Bal. forward	8226 8 10	4623 5 9	7210 9 11	132393 7 11	238682 10 8
Advances	9166 13 4	22000 0 0	22000 0 0	366666 13 4	1003250 12 5
Credits to Pay Ledger A/cs	111 16 4	310 9 4	9 3 4		14939 15 9
Cash in Effects	391 12 10			76 3 10	1475 14 11
Cash Remittances				44 0 0	844 2 11
Trust A/c Receipts	3 18 9	377 19 1		566 9 3	11994 12 4
Misc. Receipts	14 8	7 4	93 10 0	63927 12 1	79630 15 7
Post Office Remittances					12270 12 0
Conversion	1 3	6		1 1 8	1 3 6
	17901 6 0	27312 2 0	29313 3 3	563675 8 1	1363090 0 1

EXPENDITURE

Advances to Div. P'mrs				384023 19 1	618332 3 3
Acq. rolls Australian	10130 9 0	21681 8 1	15477 15 5	* 28234 6 0	315642 13 6
" Other Govts.	16 17 4			8725 18 8	9842 19 8
Advances B.E.F.A/cs					49366 19 6
Bills	2214 14 7	71 18 5	72 10 10	476 19 1	3284 0 7
Comm. Bank Warrants	80 0 0	185 0 0		173	2217 12 8
Trust A/c Expenditure	34 16 8	193 4 8	75 1 8	405 16 10	11466 3 9
Misc. Expenditure	840 0 3		18 6 8	5244 15 3	23691 5 8
Conversion				1 3	3 8
Balance Forward	4584 8 2	5180 10 10	13669 8 11	136390 11 11	331245 17 10
	17901 6 0	27312 2 0	29313 3 3	563675 8 1	1363090 0 1

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M O N T H L Y S T A T E M E N T - S T A T I S T I C S - S E P T E M B E R 1918

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	Aust Corps Hqs.	1st Divn	2nd Divn	3rd Divn	4th Divn	5th Divn	Rouen Office	Havre Office	Boulogne Office	Paris	Total
War Savings Certificates	-	-	30 £875.	-	3 -x	-	-	-		33	£875
Sub-Imprest A/cs	32	58	56	59	55	63	14		60		397
do do Balances Outstand- ing at end of Month	1	9		5	4	-	4		32		55
Dr & Cr Advices dealt with	1734	1256	1200	5280	1800	1195	384 661		1136		14646
Letters Received	2477	4346	2100	2685	2398	3701	5371 2889		3798		29765
Letters Despatched	2615	4561	2400	2762	2400	4872	5130 3004		3625		31369
Allotments dealt with	83	582	205	125	124	93	8 209		186		1615

Paris Office - No of Arrivals 940 (e xcluding Officers)
 Number paid 1945
 Amount disbursed 422621 Francs.

x Value not shown.

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PAYMASTER - A. I. F. ATT. AUST CORPS H. QUARTERS
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STATEMENT OF RECEIPTS AND EXPENDITURE - SEPTEMBER 1918

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RECEIPTS			
Balance forward	56492	3	0
Advances	382062	5	9
Post Office Remittances	2689	13	4
Credits P.L.A3cs	1036	5	0
Cash in Effects	13	7	8
Trust A/c Receipts	493	17	10
Cash Remittances	15	15	4
Misc. Receipts	14747	16	5

457551 4 4

EXPENDITURE			
Advances to Divl Paymasters	228066	13	4
Australian Acq. rolls	24252	4	8
Other Government Rolls	731	10	0
Advances to B.E.F. Units	47825	1	4
Bills	56	4	9
Commonwealth Bank Warrants	104	0	0
Trust A/c Expenditure	472	16	10
Misc. Expenditure	16369	16	10
Conversion		1	0
Balance forward	139672	15	7

457551 4 4

Captain
Paymaster, A.I.F.
Att.Aust Corps

APPENDIX 9

300. NEW PAYBOOK ISSUE - EXTENSION OF CREDIT EARNINGS

Referring to instructions previously issued on this subject you are now informed that the sanction of the Chief Paymaster, A.I.F., has been obtained to the carrying forward to the new book in total of Credit Earnings computed to 31st August.

301. DISPOSAL OF WILLS IN PAYBOOKS

Relative to para. 290 on this subject in my last Instruction, advice from London states that it is desirable for such Wills to be forwarded to the Estates Branch at A.I.F.H.Q.s for safe custody, but that before such action is taken, soldiers concerned should be notified accordingly and thus have the opportunity of saying that they particularly desire to retain the Wills in their possession. In the event of a Paybook Will being treated in this manner and it is found that a Will on the prescribed form is already filed for custody, the Will executed in the paybook will be merely attached to the one already registered.

302. AFFIXING OF SLIPS "KEEP YOUR MOUTH SHUT" IN PAYBOOKS

For the purpose of complying with a recent Army Order upon the subject of "Silence in connection with Operations" Page 23 of the new paybook will be utilized for the gummed Slips.

303. XMAS BONUS £5

Attention is drawn to the recent promulgation, vide A.I.F. Order 1378 of 17th Sept., authorising the payment to soldiers desirous of purchasing Xmas Gifts, &c. of a sum not exceeding five pounds.

304. SEPARATION ALLOWANCE - DEPENDENTS OF SOLDIERS RESIDING IN FRANCE

On the subject of the recent decision to pay Separation Allowance to dependents residing in the United Kingdom, the Chief Paymaster, A.I.F., was approached with a view to ascertaining if this ruling would apply to those Dependents of soldiers residing in France. A reply is to hand stating that this provision is not applicable to France.

305. DESPATCHING OF ACQ. ROLLS AND RETURNS TO CHIEF PAY OFFICE

To ensure prompt delivery to the correct Sub-section and avoid loss in handling upon receipt in the London Office, please see that all Acquittance rolls, Field Returns and supporting Documents are sealed and endorsed as to their contents together with the Instruction "for LO F. direct"

306. AMENDMENTS "STANDING ORDERS A.I.F. AND WAR FINANCIAL REGS."

Herewith copies of recent amendments of the above forwarded for your information.

307.

DEFINITION OF DEPENDENT RE ALTERATION OF ALLOTMENTS

In connection with applications submitted for the cancellation or reduction of Allotments payable in Australia it is desired that any applicants for reduction or cancellation of allotments payable to Mothers be informed that a Mother is regarded as dependent upon a soldier, and action will not be taken to give effect to such cancellation or reduction until the case has been referred to the District Paymaster concerned.

308.

REINSTATEMENT OF ALLOTMENTS CANCELLED ON ACCOUNT OF OVERDRAFTS

It has been decided that reinstatement of allotments cancelled on account of Overdrafts need not be insisted upon if the soldier is not prepared to voluntarily authorise same. Where, however the allotments have only been reduced by the District Paymaster on the Chief Paymaster's representations in order to expedite recovery of an Overdraft, the allotment must be reinstated at the earliest possible date.

309.

DECLARATION OF LOSS FORMS

Appended is an extract from a communication by the O.C. Australian Troops in London, relative to his experience in connection with Court Martial work, particularly in regard to the compilation of D. O. Is :

"On investigating this case, and many others recently
 "I am of the opinion that sufficient stress is not
 "laid on the necessity of Officers or N.C.Os, on
 "obtaining a Declaration of the Loss of a Paybook from
 "a soldier, in informing them that if their old paybook
 "is found they are to return it at once to the Staff
 "Paymaster, and that any false declaration made, or
 "any failure to comply with Para.3 of the Declaration
 "Slip, will be dealt with under Clause 25 of the Army
 "Act. I have myself, found in Courts Martial
 "that N.C.Os in giving evidence cannot swear that they
 "read the declaration to the soldier, and this has
 "caused cases to be dismissed in consequence"

You will therefore see the necessity of impressing upon all under your jurisdiction the importance of the points raised in the above extract.

310.

CHECKING OF CLAIMS FORWARDED FOR REGISTRATION.

I am informed that Claims for Travelling allowances and expenses forwarded to Boulogne for registration are in several instances, reaching that office in an incomplete and inaccurate state. In future, will you please see that no Claim is sent on unless particulars comply with instructions on this subject and that all computations are correct.

311.

MEN WITHOUT PAYBOOKS

In view of the trouble recently experienced through men returning to Australia on Durlough reporting at Depot without paybooks, it is essential that a permanent Register be kept in each Paymaster's Office containing

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containing the Names of all men in the Division without paybooks. This Register will contain the fullest particulars as to the Rates of Pay, Next of Kin and Allottee and Original Paybook No. together with a record of any action taken to obtain a duplicate book.

312. NEW PAYBOOK ISSUE

Instructions were issued some time ago that all paybooks should be checked in readiness for re-issuing, but it was noticed when compiling new paybooks for the last Furlough Draft that in many cases Credit Earnings had not been reconciled with Pages 2 and 3 of the paybook. The necessity for this check should be impressed upon all Pay Sergeants, also that where a Duplicate paybook has been converted into a Continuation that Pages 2 and 3 must be amended to show the different rates of pay since Embarkation. This is of paramount importance in order that these particulars are available for transfer to new paybooks.

It was also noticed that in a few instances where new books had been issued in the Unit Erasures had been made by Pay Sergeants and in some cases such erasures not even initialled - It must be clearly understood that under no circumstances must erasures be made; but if entries are made which necessitate alteration, the incorrect figures must be ruled out and amended by inserting the correct figures above the line ruled, and signed against by the Paymaster personally. It is preferable, however, that the book be cancelled and a new one compiled, and unless the alteration can be satisfactorily adjusted on the above lines, cancellation of the incorrect book should be insisted upon in every instance.

313. FORWARDING OF OLD PAYBOOKS TO LONDON

When the new issue is commenced the Chief Paymaster requests that completed Register Sheets and relative old paybooks be forwarded to London daily in order that accounts of returnees be finalised without delay.

314. SCHEDULING OF RE-DIRECTED ADVICES

When re-directing Advices to other Divisions please note it is essential that a Schedule be prepared giving Cypher No Date and other particulars, and despatched to the Chief Pay Office. This Advice is not required when dealing with re-directions of this nature which are forwarded to the Rouen Office.

315. RETENTION OF TEMPORARY RANKS AT CADET SCHOOLS - ENGLAND
A.I.F. ORDER 1269

In regard to the question as to whether the above order is retrospective, the following advice from the Chief Paymaster, A.I.F. is furnished for information:

"As a general rule orders are not deemed to be retrospective in effect unless specifically stated to be so; but, in the present case, you are informed that though A.I.F. Order 1269 was only published on 25th June, a ruling in identical terms was given by the D.A.G. A.I.F. under date 26th January 1918, which ruling was quoted in the February Circular No 16 received from London. It can

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can therefore be taken that the provisions of A.I.F. Order 1269 will have effect retrospectively as from 29th January 1918; and, as there never appears to have been any ruling other than that an N.C.O. should retain his temporary rank while attending a Cadet School, the D.A.G.'s ruling may be considered, if necessary, as covering even earlier periods.

Para 3 on Page 4 of the C.P.M.'s August Circular No 22 on this subject is to be considered as cancelled.

316 . RATES OF EXCHANGE

The Paymaster-in-Chief- B.E.F. notifies the following official rates of Exchange for the Month of October 1918:

FRANCE - 5 Francs equals three shillings and tenpence

English money received from Post Offices will be calculated at 26.10 Fcs to the Pound sterling.

ITALY - 5 Lire equals three shillings and four pence.

GREECE - 5 Drachmae equal four shillings.

317. LOST PAYBOOKS

The undermentioned paybooks have been reported as lost or stolen:

P.B.No	982	Lieut Allardyce A	60th Battrn
(Both completed old and new style books)			
511809	51217	M Shannon	2nd Battrn
98873		Lieut Strike G	49th Battrn
81477		" Clare G.W.B.	7th Battery
204072	3177	AE Hatchard	50th Battrn
133768	6108	S Kemp	22nd Co
263561	242	W Crabtree	2nd M.G. Coy
168300	1667	W Roche	49th Battrn

Kindly acknowledge receipt.

Handwritten signature

Captain
Paymaster, A.I.F.
Att. Aust Corps H.Q.s

30th September 1918.

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311 TO: ALL PAYMASTERS IN FRANCE
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289. PROCEDURE RE CHANGE IN EXCHANGE RATES

In view of the possibility of the Military Rate of Exchange being subjected to alteration, it is deemed advisable to outline in the form of a General Instruction, the procedure required to be followed in order to ensure that necessary adjustments will be effected and steps taken to square any Advances that may be outstanding, prior to the new rate coming into effect.

Immediately upon receipt of definite advice that the Military Exchange rate for the ensuing Month has been altered, steps will be taken by you to see that all Advances made prior to the last day of the month are acquitted by the thirtieth or thirty first, as the case may be.

Accounts will be closed off at that date and a Return rendered to London showing the Balance on Hand converted at 5 Francs - 3/8d, and an Addendum converting the Balance carried forward to the new Month at the new Exchange rate, and the Profit accruing thereby being credited to Conversion A/c.

A copy of the Return will be forwarded to this Office.

Any Claims on hand for Allowances which are not collected before the end of the Month will be scheduled and despatched to the Chief Pay Office for credit to the respective Pay Ledger Accounts.

290. SOLDIERS WILLS IN PAYBOOKS

No instructions have been received from the Chief Pay Office regarding disposal of Wills contained in paybooks which will be withdrawn at the new issue.

The C.P.M. is being communicated with, but in the meantime please see that the Will is removed from the old book and handed back to the soldier with his new book. The soldier should be advised to forward the Will to the Estates Branch, A.I.F. Administrative Headquarters, London, for safe keeping.

291. PAYMENTS MADE TO HOLDERS OF DUPLICATE PAYBOOKS

Attention is drawn to the necessity of all Paying Officers, when preparing Acquittance rolls for payments to men in possession of the new Duplicate Book, inserting in the Payment Line No Column the prefixing letter "A" which appears against each Line Number.

292. ENCASHMENT OF AMERICAN CURRENCY

Further to para. 280 of 7th Sept it has been decided to refrain from accepting any American Dollar Notes in view of the unsettled exchange rates.

293. AMENDMENTS OF "STANDING ORDERS A.I.F. AND WAR FINANCIAL REGS."

Herewith copy of recent amendments in respect of the above.

293.a. PAY CHEQUES - AMERICAN OFFICERS

On and from date of receiving this Instruction you are requested to cease from cashing Cheques presented by Officers of the U.S.A. Forces.

294. REDUCTION OF ALLOTMENT ON ACCOUNT OF REVERSION

When a reduced allotment is forwarded to London consequent upon a soldier's reversion, action is not taken in the Chief Pay Office to cable this alteration unless there is a probability of overpayment occurring.

An impression seems to have got abroad that, in every case, where a reduced allotment is despatched on account of reversion, that a Departmental cable is sent to effect the necessary adjustment.

The policy of the Chief Pay Office is to avert over-payments as far as possible, and in pursuance of this system official cables are despatched to reduce allotments in cases of Reversion where THE EXISTING ALLOTMENT CANNOT BE BORNE BY THE REDUCED RANK.

In cases, however, where the reduced allotment can be borne on the reduced rank and no likelihood of an overpayment being made therefore exists, the reductions are effected by mail, except, of course, where the soldier authorises the despatch of a cable at his own expense. In dating the new allotment it is therefore necessary to see that sufficient time is allowed for the action to be taken by mail.

295. VARIATION OF ALLOTMENTS PAYABLE IN AUSTRALIA

The Chief Paymaster advises that, from past experience, it is deemed advisable to amend the period of 20 days from date of receipt of allotment form in London Office, as stipulated in para. 64 of "Instructions to Pay Representatives" to read "AT LEAST ONE MONTH FROM THE DATE OF FORWARDING THE FORM BY THE PAYMASTER" for all cancellations or reductions which it is desired be effected BY CABLE. In the same respect, henceforth, it will be necessary for all Pay Representatives to be informed that variations (reductions, cancellations or transfers) of Australian Allotments by Mail must be post-dated at least THREE MONTHS from the time the form authorising the variation is forwarded to London by them.

The request has also to be made that Pay Representatives pay closer attention to Para. 60 of "Instructions to Pay Representatives" when forwarding allotments payable to Banking A/cs. It is essential that when soldier commences an allotment in favor of a new A/c, the three specimen signatures referred to in this para. must be furnished. Action has been taken by the District Paymaster, Sydney, to request that particulars be clearly stated on the form as to whether payments to Bank A/cs are for credit to a Current A/c or one opened with the Savings Bank Department, Australia.

Please have para. 64 amended accordingly.

296. SENTENCES OF IMPRISONMENT - PROCEDURE REGARDING PAYBOOKS WHERE SENTENCE EXCEEDS NINETY DAYS.

Referring to para. 232 of Instruction dated 8/7/18., sub. para. 3, I am advised that Paybooks of those men sentenced to terms of imprisonment exceeding Ninety days are not reaching the Australian Paymaster at Rouen, under the covering Schedule

provided for this purpose.

Steps have been taken by the latter to secure a limited supply of these forms and despatch same to the Field, but when such supplies are exhausted it will be necessary for each Paymaster, to reneo his own forms.

Please see that Instructions are adhered to when despatching these books as omissions in this respect entail additional work being performed by the Reuen Staff.

297. SIGNATURES IN PAYBOOKS

It should not be necessary for further attention to be called to the need for ensuring that Paybooks of soldiers bear specimen signatures as provided for on pages 2 and 4 of the paybook. Advices from London are still coming to hand with the complaint that men are arriving in U.K. from France without this essential means of identification.

298. STOLEN PAYBOOKS

Advice having been received that paybooks of the undermentioned have been stolen, you are requested to take necessary action should any of the books be presented

	Lieut G.L.Nightingale	-	23rd Battn	
642	Pte L.J.B.Rogers		46th Battn	P.B.No 46054
2976	" G.W.Rose		do	143925
16655	Pte E.K.Upton	A.A.M.C.		P.B.No A269084
				(Serial No A203)
	Cpt F A Teake		12th Battn	P.B.No 150364

Acknowledgment of these Instructions is requested.

Handwritten signature

Captain
Paymaster, A.I.F.
Att.Aust Corps H.Qrs.

17/9/18

Handwritten notes:
Ack/Pmt 4 Dec 20/9/18
✓ 1st ✓ 22/9/18
2 ✓ 23/9/18
Slogue 24/9/18

PAYMASTER'S OFFICE, A.I.F.
AUSTRALIAN CORPS H.Q.
7th September, 1918.

TO: ALL PAYMASTERS IN FRANCE.

27 4. SCHEDULE OF PROMOTIONS & REVERSIONS - ALLOTMENTS OF MEN EVACUATED

With a view to tightening up the system in regard to promotions or reversions of men who are evacuated before the necessary action can be taken in regard to their Paybooks, it has been arranged with the Chief Paymaster that, fortnightly the old form "Schedule of Promotions and Reversions" will be utilised by Pay Sergeants to furnish the following particulars to you:-

Paybook & Regimental Number
Name.
Previous rank.
Promoted to
Reverted to
Date.
Date of B213.
Date of evacuation.
Remarks (whereabouts if known)

From these schedules, which will be filed by you as a register, or the particulars extracted into a register in book form, you will advise the Chief Paymaster, London, and Paymaster Rouen on a roneod form of advice as per attached specimen.

275. DEFERMENT OF PAY UNDER PARA 118 OF ORDERS FOR THE A.I.F.

There are several cases, chiefly in Artillery Units, where soldiers have left Australia without any provision having been made for Deferred Pay. However, on promotion to a rank carrying a higher rate of pay, it is necessary that deferment of pay become operative from date of such promotion in compliance with terms of the abovementioned Order.

The Chief Paymaster advises that several cases have occurred lately where this provision has not been put into effect, with the consequence that soldiers account becomes overdrawn when ultimately this action is taken.

Please issue instructions with a view to having all such cases looked into and, where necessary, paybooks adjusted in accordance with this Order.

276. WITNESSING OF A MARKSMAN.

The frequency with which Acquittance Rolls, upon which the mark of a man is witnessed by the Officer making the payment, are reaching the London Office, has necessitated drawing the attention of all Paymasters to the correct procedure in cases of this nature. In all cases when a soldier is unable to write his name, the witness must be a person other than the Paying Officer.

277. ALLOTMENTS OF MEN PROMOTED TO TEMPORARY RANK.

In the past it has been the practice that where allotments to dependents had been made by men promoted to temporary rank the forms be held in the London Office pending receipt of advice through Part II Orders of confirmation of rank, or reversion to substantive rank.

It has now been decided that increased allotments on account of temporary appointments will be accepted ONLY IN CASES WHERE SEPARATION ALLOWANCE IS TO BE COVERED, and then only to the extent of the amount by which the Separation Allowance is reduced as a result of the appointment. These allotments will be immediately advised to the District Paymasters who will subsequently be advised of reversions, if any, in order that any necessary adjustments may be made. You will recognise that under these circumstances no overpayments should occur, as any delayed advice to Australia of reversion would merely occasion an adjustment between the allotment and Separation Allowance.

It is anticipated that the arrangements for insertion in Paybooks of the amounts paid as Separation Allowance will shortly be completed. When the amounts are noted in the books, no difficulty should be experienced in computing the amount to be covered, bearing in mind that a soldier holding a rank between Corporal and W.O. Class 1 is entitled to the payment on his behalf of Separation Allowance at the rate of 6d per diem for each child, and is therefore called upon to cover the Separation Allowance payable in respect of adult dependents only.

278. TRAVELLING ALLOWANCE:

A certain amount of difficulty is being experienced at Tidworth, U.K. in connexion with those cases where Other Ranks travelling on duty from Units in France to Depots in U.K. owing to ignorance of our Regulations on the subject, neglect to secure the necessary certificates with regard to the non availability of rations, notwithstanding the fact that, in their particular case, it may have been impossible to secure the 24 hours rations. There are also instances where Officers and Other Ranks frequently are unable to produce certificates regarding the availability of rations and quarters at such places as Boulogne, Calais, etc. although it is clear from the Officers' statements that they were not accommodated and rationed at these points; their reasons being that they were unaware of our requirements in this connexion.

In order that there shall be a clear ^{der} understanding as to the procedure necessary, it is suggested that steps be taken to have paras 4 and 5 from of Instruction No. 245 of 4.8.18 published in Divisional Orders. Please take early action accordingly. You are informed that similar conditions ~~exist~~ to Boulogne and Calais exist at Abbeville regarding the availability of rations and quarters.

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279.

Your attention is drawn to the following extracts from G.R.Os :-

G.R.O. No.201 of 29.8.1918.

4899 Prices of Rations issued on Repayment.

From July, 1st 1918, the prices of rations in France are fixed at the following rates, except in instances where Army Forms O.1680 have already been preferred at the old rates:-

Field Scale.	2/5d. }	Inclusive of Expenses.
L.of C.Scale	2/- }	
Labour Scale.	2/3d. }	
Forage Ration.	3/7d. }	

Prices of rations issued to Allied Troops may be ascertained from the Director of Supplies should occasion arise.

G.R.O. 3156 is hereby cancelled.
(12003/5 (Q.D.1) 29.8.1918)

G.R.O. No.201 of 29.8.1918

4900 Ration Allowance. With reference to para.1. of G.R.O. 1280 as amended by G.R.O. 2267 and 3156, it is notified that the allowance in lieu of rations at the following rates will come into force from 1st August, 1918.

For those entitled to the Field Allowance	2/5d.
For those entitled to the L.of C. Allowance	2/-

(12003/6 (Q.D.1) 29.8.1918.)

280. PAYBOOKS OF MEN IN DETENTION.

1. It is found that in the case of men who have been awarded 90 days Field Punishment and forfeit pay for period awaiting trial, which, for example, brings the total forfeiture of pay up to 100 days, Paymasters are in the habit of forwarding the Paybooks of the men concerned to the Paymaster, Rouen. This procedure is incorrect, as in these cases, the time awaiting trial is not taken into consideration as far as the forwarding of the Paybooks is concerned, and only the Paybooks of those men who are sentenced to a term of imprisonment exceeding 90 days are to be forwarded to Rouen.

2. All Paybooks of men undergoing sentence in Military Prisons are now held by the Paymaster, Rouen, to whom application should be made for their return when required.

281. AMERICAN CURRENCY.

No recent advice is to hand upon the Military rate for this currency. The present Banque de France (Abbeville) rate is 5.45 francs per 1 dollar. Should you have any negotiations in this currency the above rate should not be exceeded pending further advice from me, as the result of inquiries now being made.

ITALIAN CURRENCY. The Command Paymaster, B.E.F. has intimated that the rate for the month of September in this currency has been fixed at 5 Lire - 2/9d.

282. PAY SERGEANTS INSTRUCTIONS.

All Paymasters who are not already doing so, are requested to forward to this Office a copy of all Pay Sergeants Instructions issued by them, for information.

283. COMPUTING OF CREDITS IN PAYBOOKS TO 31st JULY.

With reference to para 242 of Paymaster's Instructions of 26th July, now that another month has elapsed and the new Paybooks are not to hand, this will not affect the working of credits in old Paybooks to the 31st ~~July~~ August which should be proceeded with as usual. A line should, however, be drawn across the credit side immediately under the July calculation, as unless the Chief Paymaster's instructions are varied, the earnings to 31st July will be carried forward in total to new books and any subsequent periods shewn separately thereon.

2 84. ISSUE OF CONTINUATION PAYBOOKS - V.D. FORFEITURES.

Regarding the Supplementary Instructions lately issued by the Chief Paymaster, when making notation in Continuation Paybooks in respect of debits on account of these forfeitures the letters "H.F." (Hospital Forfeitures) are to be substituted for "V.D."

285. "TRACING" FILES FORWARDED TO ROUEN.

Supplies of specially printed cards are to hand and will be distributed to each Paymaster at an early date. These will take the place of the present roneoed form of letter which accompanies each file forwarded to Rouen and will greatly facilitate the work in that Office. The new system will be installed immediately supplies of these cards are received by Paymasters.

286. NEW PAYBOOKS.

Advice has just been received from Boulogne of the arrival of a consignment of new Paybooks. The Paymaster has been instructed to store these pending further advice as to disposal.

A supply of Stephens' Unchangeable Ink for use in issuing these books has also come to hand and an advance supply of two (2) bottles to each Paymaster is on the way.

287. LOST OR STOLEN PAYBOOKS.

Advice has been received by the C.P.M. from the Defence Dept. that Paybook No. 508432 is missing from the stock on hand of the District Paymaster, 2nd Military District.

The following Paybooks enumerated in my last Instructions have now been found:-

P.B. 32710. 3491 Clarke, W. 5th San Section.
- 7427 Duncan, H.G. 1st " "

The following Paybooks have either been lost or stolen.

P.B. 187582. 1990 Pte. McFadzean R. 51st Battalion.
600950 7977 " Downie, A.J. 29th " (Lost in Aust)
Soldier now in possession of Paybook No. 607605)
102364. 922 Pte. Woolmer, F.S. 34th Battalion.
147815 3912. " Wallace, J.D. 31st "

Kindly acknowledge receipt of these instructions.

W. J. H. H. H.
Captain.
Paymaster, A.I.F.
Attd. Aust. Corps Headquarters.

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The Chief Paymaster, A.I.F.
London.

Reference No.....

Date.....

Re.....

promoted

The above named was reverted from the rank of.....

to that of.....on the.....as per B.213 of.....
date.....and was evacuated (sick or wounded) on the.....
Pay Sergeant advises no action taken to amend Paybook, or complete
necessary alteration in allotment.

Particulars have been forwarded to Rouen for tracing.

.....
Paymaster.

From.....

Reference No....

To Paymaster, A.I.F. Rouen.

Date.....

Re.....

promoted

The above named was reverted from the rank of.....
to that of.....on the.....as per B.213 of.....
dated.....and was evacuated (sick or wounded) on the.....
before action could be taken to either amend Paybook or complete
decreased
increased allotment.

Kindly ascertain his present whereabouts and pass this
information to Paymaster concerned for necessary action.

.....
Paymaster.

Paymaster.....

Passed to you. Records Section advise the above
named was taken on strength of.....on the.....

Date.

.....
Paymaster, A.I.F. Rouen.

Chief Paymaster, A.I.F.
London.

Re.....

Reference.....from Paymaster,.....dated.....
you are advised that following action has now been taken in terms
thereof:-

.....
Paymaster.

TO: ALL PAY SERGEANTS

REDUCTION OF ALLOTMENT ON ACCOUNT OF REVERSION

426.

When a reduced allotment is forwarded to London consequent upon a soldier's Reversion, action is not taken in the Chief Pay Office to cable this alteration unless there is a probability of overpayment occurring.

There is an impression abroad that in every case where a reduced allotment is despatched on account of Reversion that a Departmental cable is sent to effect the necessary adjustment.

The policy of the Chief Pay Office is to avert overpayments as far as possible, and in pursuance of this system official cables are despatched to reduce allotments in cases of reversion where THE EXISTING ALLOTMENT CANNOT BE BORNE BY THE REDUCED RANK. In cases, however, where the reduced allotment can be borne on the reduced rank and no likelihood of an overpayment being made therefor exists, the reductions are effected by mail, except, of course, where the soldier authorises the despatch of a cable at his own expense.

In dating the new allotment it is therefore necessary to see that sufficient time is allowed for the action to be taken by mail.

427.

VARIATION OF ALLOTMENTS PAYABLE IN AUSTRALIA

The Chief Paymaster advises that from past experience it is deemed advisable to amend the period of 20 Days from date of receipt of allotment form in London Office, as stipulated in para. 64 of "Instructions to Pay Representatives" to read "AT LEAST ONE MONTH FROM THE DATE OF

FORWARDING THE FORM BY THE PAYMASTER"

for all cancellations or reductions which it is desired be effected by CABLE. In the same respect, henceforth, it will be necessary for all Pay Representatives to be informed that variations (reductions, cancellations or transfers) of Australian allotments by mail must be post-dated at least three months from the time the form authorising the variation is forwarded to this Office.

Attention is also called to para. 60 of the Instructions above referred to when forwarding allotments payable to Bank A/cs. It is essential that three specimen signatures accompany the form when a soldier is making an allotment in favor of a new A/c at a Bank. A distinction must also be shown between allotments made payable to a Current A/c as against those opened in favor of A/c with the Savings Bank Department, Austa.

Please amend Para. 64 in accordance herewith.

428.

SIGNATURES IN PAYBOOKS - There are still cases of men crossing to the U.K. whose paybooks do not contain the specimen signatures required on pages 2 & 4 - Please note and ensure that all books under your control are complete in this respect.

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429. SOLDIERS WILLS IN PAYBOOKS

No instructions have been received from London regarding disposal of Wills contained in Paybooks which will be withdrawn at the new issue.

Until further instruction, the Will should be extracted from the old book and handed to the soldier with his new book; the soldier should then be advised to forward same to the Estates Branch, A.I.F. Admin. H. Qrs London for safe keeping.

430. PAYMENTS MADE TO HOLDERS OF DUPLICATE PAYBOOKS

Attention is drawn to cases where payments will soon be made on the new style Duplicate Books. When preparing Acquittance rolls for these payments it will, of course, be necessary to show the prefixing letter "A" which appears on each Payment Line No, against the Line used in the book.

431. STOLEN PAYBOOKS

The following paybooks have been reported stolen:

Lieut Nightingale G.L.	23rd Battn
642 Pte L.J.B.Rogers	46th Battn PB 46054
2976 Pte G.W.Rose	" 143925
16655 Pte Upton E N.	A.A.M.C. A269084
	(Serial No A203)
Cpt F.A.Teakle	12th Battn 150364.

Your early acknowledgment of these instructions is requested.

Handshand
 Captain
 Paymaster, A.I.F.
 Att.Aust Corps

*Inducted
 12/18/88*

APPENDIX

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PAYMASTER'S OFFICE, A.I.F.
AUSTRALIAN CORPS H.Q.
7th September, 1918.

TO: ALL PAY SERGEANTS
ATTN. AUSTRALIAN CORPS.

421. DEFERMENT OF PAY UNDER PARA 118 OF ORDERS FOR THE A.I.F.

There are several cases, chiefly in Artillery Units, where soldiers have left Australia without any provision having been made for deferred pay. However, on promotion to a rank carrying a higher rate of pay it is necessary that deferment of pay becomes operative from date of such promotion in compliance with terms of the above mentioned Order.

The Chief Paymaster advises that several cases have occurred lately where this provision has not been put into effect, with the consequence that soldiers account becomes overdrawn when ultimately this action is taken.

Please have any cases of this nature looked into and, where necessary, adjust Paybooks in accordance with this Order advising me when this has been done.

422. ALLOTMENTS OF MEN PROMOTED TO TEMPORARY RANK.

In the past, it has been the practice that where allotments to dependents had been made by men promoted to temporary rank the forms be held in the London Office pending receipt of advice through Part II Orders of confirmation of rank, or reversion to substantive rank.

It has now been decided that increased allotments on account of temporary appointments will be accepted ONLY IN CASES WHERE SEPARATION ALLOWANCE IS TO BE COVERED? AND THEN ONLY TO THE EXTENT OF THE AMOUNT BY WHICH THE SEPARATION Allowance is reduced as a result of the appointment. These allotments will be immediately advised to the District Paymasters who will subsequently be advised of reversions, if any, in order that necessary adjustments may be made. You will recognise that under these circumstances no overpayments should occur, as any delayed advice to Australia of reversion would merely occasion an adjustment between the allotment and Separation Allowance.

It is anticipated that the arrangements for insertion in Paybooks of the amounts paid as Separation Allowance will shortly be completed. When the amounts are noted in the books no difficulty should be experienced in computing the amount to be covered, bearing in mind that a soldier holding a rank between Corporal and W.O. Class 1 is entitled to the payment on his behalf of Separation Allowance at the rate of 6d per diem for each child, and is therefore called upon to cover the Separation Allowance payable in respect of adult dependents only.

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423. COMPUTING OF CREDITS IN PAYBOOKS TO 31ST JULY, 1918.

With reference to para 409 of Pay Sergeants' Instructions of 28th ultimo, now that another month has elapsed and the new Paybooks are not to hand, this will not affect the working of credits in old Paybooks up to the 31st July which should be proceeded with as usual. A line should, however, be drawn across the Credit side immediately under the July calculation as, unless the Chief Paymaster's instructions are varied, the earnings calculated to 31st July will be carried forward in total to new books and any subsequent periods shewn separately therein.

424. LOST OR STOLEN PAYBOOKS.

Advice has been received by the Chief Paymaster from the Dept. of Defence, Melbourne, that Paybook No. 508432 is missing from the stock on hand of the District Paymaster, 2nd Military District.

The following Paybooks enumerated in my last Instructions have now been found:-

P.B. 32710.	No. 3491	Clarke, W.	5th San. Section.
-	7427	Duncan, H.C.	1st " "

The following Paybooks have either been lost or stolen:-

P.B. 187582	No. 1990	Pte. McFadzean, R.	51st Battalion.
102364	" 922	" Woolmer, F.S.	34th "
147815	" 3912	" Wallace, J.D.	31st "

The District Paymaster, 3rd M.D. advises that Paybook No. 608950 presumed to have been made out in favour of No. 7977 Pte. Downie, A.J. 29th Battalion (Late 27th Battalion) has been lost in Australia. This soldier is in possession of Paybook No. 507685.

425. WITNESSING OF A MARKSMAN.

The frequency with which Acquittance Rolls, upon which the mark of a man is witnessed by the Officer making the payment are reaching the London Office, has necessitated drawing the attention of Pay Sergeants to the correct procedure in cases of this nature. In all cases when a soldier is unable to write his name, the witness must be a person other than the Paying Officer.

Your acknowledgment of these Instructions is requested.

Handwritten signature
Captain.
Paymaster, A. I. F.
Attd. Aust. Corps Headquarters.