

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

Pay

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

**Title:** Paymaster, 2nd Australian Division

November 1917



AWM4-5/4/5



CONFIDENTIAL ORIGINAL

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.

A. A. PAY CORPS attached to 2 Australian Division

INTELLIGENCE SUMMARY.

(Erase heading not required.)

November 1917.

| Place          | Date           | Hour | Summary of Events and Information  | Remarks and references to Appendices  |
|----------------|----------------|------|--|---|
| 1917.<br>Field | 1917<br>Nov. 1 |      | advanced on Imprest. Artillery units at Ypres.   |   |
|                | 2              |      | With regard to Instructions issued to Pay Lts re new scheme of Check & Control of allotments, a Declaration of Dependence is to be obtained for every soldier who has an allotment. By this the Chief Paymaster will know in those cases where dependent and separation allowance is being paid, what extra allotment will have to be obtained from the soldier in the event of promotion carrying increased pay. To place the whole scheme on a sound basis, schedules of "Promotions & Reversions" and "Forfeitures of 90 days or over" had to be compiled as from 1 October 17. With these particulars the C.P.M. could take steps to control a soldier's pay as far as possible. In case of promotion or reversion the any necessary amendment to allotment would be obtained and in case of forfeiture creating a large overdraft the subsequent payments to the soldier would be restricted and in those instances where it was found a reduced allotment could be conveniently arranged such would be effected. | <p>1 Declaration of Dependence form.</p> <p>2 Schedule of Promotions &amp; Reversions</p> <p>3 Schedule of Forfeitures 90 days or over.</p> |
|                | 4              |      | Issued Pay Lt Instructions 135/138.  | 4 Pay Lt. Inst 135/138.   |
|                | 10             |      | Issued Pay Lt Instructions 139/159.  | 5 Ind. 139/159.   |
|                | 14             |      | Moved to Becke. (H. 3. 15.30 Hazebrouck 5 A. 10000)  |   |
|                | 15             |      | Advanced on Imprest.   |   |
|                | 19             |      | Moved to 517 Central (Sheet 28 Belgium Part of France 10000)   |   |
|                | 25             |      | Revised draft of "Instructions to Pay Representatives" and submitted to Staff Paymaster 1 augae suggestions, also additions, deletions and amendments considered desirable to be given effect therewith.   |   |
|                | 26             |      | During the month Debit and Credit advice were received in respect to the reconciliation of old with new Pay books for personnel of 17 and 18 Battalions.   |   |
|                | 29             |      | Individual payments at Head office considerably increased owing to personnel of Division being granted leave to Paris.   |   |
|                | 30             |      | Correspondence for the month heavy due to check & control of allotment question, and reconciliation of old with new Pay books.   |   |

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

A. A. PAYMASTER,  
2ND AUSTRALIAN DIVISION.



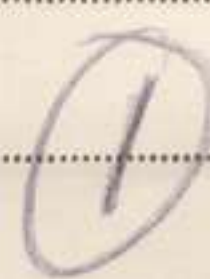
20,000 - 10/17-6951.

## APPENDIX. /

## DECLARATION OF DEPENDENCY.

Paybook No..... Regtl. No..... Unit.....

Christian and Surname.....

Allottee ..... 

Relationship..... Address.....

If Wife, state No. of  
children, if any .....

I do solemnly and sincerely declare that to the best of my knowledge and belief my  
Allottee is\*.....on my Allotment for support.

Signature.....

Date.....

\* The soldier must fill in, in this space, the words "Non-Dependent," "Partially Dependent," or  
"Dependent," according to the circumstances of his allottee, based on the following definitions:—

1. NON-DEPENDENT.—An allottee who is not utilising any portion of the allotment for his or her own maintenance; or  
An allottee who may be utilising a portion of the allotment for his or her own maintenance, but who could forego same without inconvenience.
2. PARTIALLY DEPENDENT.—An allottee who is utilising portion of the allotment for his or her own maintenance, and who could not forego same without inconvenience, or  
An allottee who is utilising portion of the allotment on behalf of the allottor in the capacity of guardian of dependents.
3. DEPENDENT.—An allottee who requires the whole amount of the allotment for his or her own maintenance.  
An allottee who is acting in the capacity of guardian and who requires the whole allotment for the maintenance of the dependent or dependents.

Note 1.—The wife of a soldier is *always* classed as a dependent irrespective of her private means.  
2.—If the soldier is aware that a Separation Allowance is being paid, he must class his allottee as dependent.

NOTE.—*This information, which will be forwarded to Australia for verification, is required by the Pay Department only for dealing with future alterations of allotments.*

[OVER]



## APPENDIX. /

**STATEMENT OF OVERDRAWN ACCOUNT.**

Paybook

No. .... Reg. No. .... Unit. .... Name. ....

|                    | Def. | Allot. | Net Rate. |
|--------------------|------|--------|-----------|
| Present Rates..... |      |        |           |

Sep.

Allce. ....

Amount of

Overdraft

As per Paybook

} £.....:.....

Cause of  
Overdraft.....

Date.....

Allottee.....

Relationship.....

|   |                     |
|---|---------------------|
| { | Dependent           |
|   | Partially Dependent |
|   | Non-Dependent       |

Soldier's  
Remarks.....

Signature.....

Recommendation

of Div. Paymaster.....

CERTIFICATE OF DEPENDENCY TO BE  
COMPLETED ON BACK OF THIS FORM.

Signature.....

**TO BE COMPLETED BY CHIEF PAY OFFICE.**

£      s.      d.      Date.

Overdraft as per Paybook .....

"      "      Ledger Card.....

Deferred Pay Accrued .....

Action Recommended.

Ref. No.

M.L.

Approved.....

Officer i/c Allotments Control.

Divl. Paymaster Informed...../...../.....



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ALLOTMENTS SCHEDULE—PROMOTIONS AND REVERSIONS.

5,000—9/17—6951

*Compiled from A.F.B. 213.*

*Dated*.....

*Unit*.....

| Paybook<br>No. | Rank. | NAME AND INITIALS. | Regl.<br>No. | Nett<br>Rate. | Allotment. | Military<br>District<br>of<br>Enlistment. | Promoted<br>to | Reverted<br>to. | Date of<br>Commencement. | Dependent or<br>Non-dependent. | Action Taken. |
|----------------|-------|--------------------|--------------|---------------|------------|---|----------------|-----------------|--------------------------|--------------------------------|---------------|
|                |       |                    |              | 2             |            |   |                |                 |                          |                                |               |

APPENDIX. 2



# ALLOTMENTS SCHEDULE—FORFEITURES OF 90 DAYS OR OVER.

COMPILED FROM A.F.B. 2069.

Dated.....Unit.....

5,000—9/17—6951.

| Paybook<br>No. | Rank. | NAME AND INITIALS. | Regl. No. | Nett<br>Rate. | Allot-<br>ment. | Mil.<br>Dis. | Period of<br>Forfeiture. | Date of<br>Commence-<br>ment. | Amount of<br>Forfeiture. |    |    | Dr.<br>or<br>Cr. | Position of<br>Account. |    |    | Final Figure. |    |    | Date. | Action<br>taken. |
|----------------|-------|--------------------|-----------|---------------|-----------------|--------------|--------------------------|-------------------------------|--------------------------|----|----|------------------|-------------------------|----|----|---------------|----|----|-------|------------------|
|                |       |                    |           |               |                 |              |                          |                               | £                        | s. | d. |                  | £                       | s. | d. | £             | s. | d. |       |                  |
|                |       |                    |           |               |                 |              |                          |                               |                          |    |    |                  |                         |    |    |               |    |    |       |                  |

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PAY SERGEANT'S INSTRUCTIONS.  
-----135. DECLARATION OF DEPENDENCY FORM (amending instruction 134).

All pay books must be inspected and a Declaration of Dependency Form is required in every case of promotion up to the rank of Staff Sergeant (i.e. 12/- per diem) where an allotment is being paid on behalf of the soldier. Forms will be forwarded you on receipt of same. Separate Declaration Forms will not be required when the Declaration of Dependency has been completed in the case of over-drawn accounts.

In all cases where a Declaration as to Dependency is obtained page 16 of the pay book will be endorsed thus:-

|               |                         |                 |
|---------------|-------------------------|-----------------|
| "Relationship | (Dependent or whatever) | by Declaration. |
|               | ( case may be. )        | ..... Date.     |
|               |                         | ..... Pay Sgt.  |
|               |                         | ..... Unit."    |

136. TEMPORARY PROMOTION.

When obtaining an increased allotment in the case of "Temporary Promotion" the usual allotment form will be used and the words "Temporary Promotion" clearly written at the head of the form.

137. OVERDRAFTS.

Overdrafts caused by special advances under A.I.F. Order 696 will not be reported.

138. SCHEDULES PROMOTIONS, REVERSIONS.  
FORFEITURES 90 DAYS AND OVER.

You will keep a register of the above which will be an exact copy of the schedule form with an additional column for remarks. In the remarks column will be entered the action taken in each case, i.e., "Allotment of 5/- obtained", "Overdraft reported" or whatever the case may be.

On the 1st. of each month you will render a return showing cases not dealt with and the reasons why.

4th Novbr. 1917.

*H. A. Laughlin.* Lieut.  
PAYMASTER, 2nd Aust. Division.

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PAY SERGEANTS INSTRUCTIONS.

139. CORRESPONDENCE WITH BANKS - REMITTANCES ETC.

The Manager of the Commonwealth Bank of Australia, London, has represented that as a precaution against fraud members of the A. I. F., should always quote with instructions to pass amounts to credit of their Pay Ledger A/c with C. P. M. -

- (a) Pay Book Number.
- (b) Branch in AUSTRALIA at which their A/c was opened.

You will therefore bring this under notice of all concerned for future guidance.

140. REMITTANCES TO BANKS.

All Remittances to Banks, in future, must bear the full names, Christian and Surnames of both of the soldier, and the person to whose credit the money is to be paid. The Remittances must specially state whether the amounts are to be paid to the GENERAL or SAVINGS BANK Department. In the case of new accounts, three specimen signatures in duplicate must in all cases be attached and certified to by an Officer.

141. WILLS OF MEMBERS OF THE A. I. F.

A. I. F. Order 843 must be complied with. It is your duty to see that the necessary entry is made in all Pay Books. Special Forms can be obtained at this Office.

142. IMPREST ACCOUNTS .

An Imprest Holder is an Officer authorised in writing by the C. O. of his Unit to draw sums from Paymasters for the payment of troops. Once appointed the Imprest Holder cannot delegate his appointment except with the approval of the C. O. Unit. Should an Imprest Holder be unable to attend personally to collect monies for which he has requisitioned, the Paymaster will of course be in order in advancing such monies to another Officer authorised by the Imprest Holder to collect same.

143. COMPARISON OF A.Fs. B.213 and 2069 WITH PART II ORDERS .

Instructions have already been issued re this. A monthly return to the end of each month must be forwarded me regarding this, tabulating any differences, and certifying that Pay Book is in agreement with Part II Orders.

144. CREDIT ENTRIES IN PAY BOOKS.

You are again reminded that only members of the Pay Corps are permitted to make Credit Entries in Pay Books, and such entries must also be signed by a member of the Pay Staff.

145. CASH IN EFFECTS.

Your attention is drawn to A. I. F. Order 841 of 7/9/17. It is your duty to see that amounts, which are treated exactly in the same manner as credits to Pay A/cs. are immediately paid to the Divisional Paymaster. Pay Sergeants of Field Ambulances should specially note this. This money is paid to the credit of the deceased soldiers Pay Ledger Account. Pay Books where recovered should be handed in when paying Cash in effects for deceased soldiers.



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146. CORRESPONDENCE.

Your attention is directed to para. 52 Pay Sergeants Instructions No. 8. All correspondence must be addressed to the Divisional Paymaster, and forwarded same day as completed.

147. ORDERS TO PAY AGENT.

All such Orders will be pasted upon the back of the Acquittance Roll concerned. In addition to this it is also necessary to make some marginal reference as to authority - e.g. Authority to draw attached. Attach Duplicate (plainly marked as such) authority to Duplicate Roll.

148. A.F. W. 3069, CLOTHING DEFICIENCIES IN FRANCE - chargeable against men are continually being forwarded to the C. P. M. This is incorrect and your attention is directed to A. I. F. Order 505 (Para b) dated 27/2/17 in connection with this.

149. OFFICERS OUTFIT ALLOWANCE £5 -.

Reference above yearly allowance "service abroad" for the purpose of calculating this allowance shall be taken to commence from the date of embarkation from the Commonwealth, or from the date of first appointment to Commissioned Rank, if promoted subsequent to embarkation; and to terminate on date of return to the Commonwealth, or if appointment is terminated abroad, from the date of such termination. Your returns will therefore show Date of embarkation or if subsequently appointed to Commission, date of Commission.

150. STATUS OF DRIVERS AND SHOENING SMITHS.

You will carefully read the following Orders in connection with Drivers Shoeing Smiths and Carriers -

A.I.F. Order 785 of 3/8/17.

A.I.F. Order 920 - amending 785 - of 23/10/17.

The amendment 920 makes it very clear as to Status of Drivers and Shoeing Smiths. Those who were appointed after embarkation and were remustered or reverted to a lower grade prior to August 3rd 1917 will have no claim for reinstatement.

151. ALTERATION TO UNIT GUIDE.

It has been decided to make the following alterations to the Ledger formation which will cut out Box Nos. 417 and 123. The following Units will be amalgamated :-

Hospitals  
Casualty Clearing Stations  
Nurses  
Convalescent Depots and Homes  
Dental Corps  
Field Ambulances  
Sanitary Sections

The Ledger Cards will be distributed as follows :-

|         |     |              |   |   |    |
|---------|-----|--------------|---|---|----|
| Box No. | 116 | will contain | A | - | E. |
| "       | 117 | "            | C | - | E. |
| "       | 118 | "            | F | - | J. |
| "       | 119 | "            | K | - | N. |
| "       | 120 | "            | N | - | R. |
| "       | 121 | "            | S | - | T. |
| "       | 122 | "            | U | - | Z. |



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You will alter your Unit Guide accordingly.

You cannot be too careful regarding the compiling of Acquittance Rolls according to Unit Guide. A copy of this amendment should be pasted on inside cover of Imprest Holder's Summary Statement form book.

#### 152. ALLOTMENT DATES .

Dates for Commencing Allotments -

##### AUSTRALIA :

|                  |      |
|------------------|------|
| 1917. - December | 28th |
| 1918. - January  | 11th |
| "                | 25th |
| February         | 8th  |
| "                | 22nd |
| March            | 8th  |
| "                | 22nd |
| April            | 5th  |
| "                | 19th |
| May              | 3rd  |
| "                | 17th |
| "                | 31st |
| June             | 14th |
| "                | 28th |
| July             | 12th |
| "                | 26th |
| August           | 9th  |
| "                | 23rd |
| September        | 6th  |
| "                | 20th |
| October          | 4th  |
| "                | 18th |
| November         | 1st  |
| "                | 15th |
| "                | 29th |

( and every 14 days )

##### ENGLAND .

|                 |      |
|-----------------|------|
| 1917 - December | 8th  |
| 1918 - January  | 5th  |
| February        | 2nd  |
| March           | 2nd  |
| March           | 30th |
| April           | 27th |
| May             | 25th |
| June            | 22nd |
| July            | 20th |
| August          | 17th |
| September       | 14th |
| October         | 12th |
| November        | 9th  |
| December        | 7th  |

(and every 28 days )

#### 153. DEBIT AND CREDIT ADVISES .

The original is to be given to this soldier concerned and in case of a credit advice on account of Remittance the original must be produced before same can be drawn on the Pay Book.

#### 154. DEBIT ENTRIES - DEFICIENCIES IN KIT .

Always show to next penny.

#### 155. DUPLICATE ACQUITTANCE ROLLS.

It has come to notice that some Pay Sergeants do not attach sufficient importance to the necessity of Duplicate Acquittance Rolls being wholly in agreement with the originals. All alterations made on originals must also be made on duplicates.

#### 156. RETURN OF OFFICERS AND MEN WITHOUT PAYBOOKS.

All names appearing on any month's return must be shown on subsequent returns till finally when Pay Book is received.



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157. IMPREST ADVANCES.

On no account are Imprest advances to be more than a week in adjustment unless specially authorized.

158. AWARDS OF IMPRISONMENT.

Periods up to two years only will be debited in Soldiers Pay Book.

For example a man sentenced to 3 years I.H.L. entry would be made in Pay Book as below :-

|      |                       |                    |              |   |         |
|------|-----------------------|--------------------|--------------|---|---------|
| Date | By F.G.C.M. awarded   | 3                  | years I.H.L. | { | Amount, |
|      | on - date             |                    |              |   |         |
|      | A. W. L.              | days at            |              |   |         |
|      | Period Awaiting trial | days at            |              |   |         |
|      | Period of award       | debited 2 years at |              |   |         |

159- SOLDIERS UNABLE TO WRITE.

"It has been brought to my notice that several instances of payments to "marksmen" where the witness was the person actually making the payment have occurred.

Please note that in future when a soldier is unable to sign his name, the witness to the mark made by such soldier must not be the person actually making the payment, but must be an independent party".

W. H. KAIGHIN, Lieut.

PAINTERS, 2nd AUSTRALIAN DIVISION.