Age & Service Group No.

R.A.F. FORM 31.

OFFICER'S PAY
AND
ALLOWANCES BOOK

AL No. 129554

~~F/O~~ F/LT

& INITIALS BISCOE A.F

1942 Rate

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SPECIMEN SIGNATURE :

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(*14351—12857) Wt. 55657—4459 10M Bks. 3/44 T.S. 700
(*15016—12857) Wt. 22028—1282 10M Bks. 7/44 T.S. 700

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INSTRUCTIONS TO OFFICER

1.—In this book is recorded the amount you are entitled to draw of both pay and allowances. These may be drawn on presentation of the book to any Imprest Holder.

2.—The Fixed Monthly Advance of pay entered in the Guide to Cash Issues is the amount you have elected to draw in cash and is being recovered from the monthly pay issued by the R.A.F. Agents to your bank. This amount may be varied by at least one month's notice being given to the Base Accountant Officer through your C.O., but no amendment to the amount of pay is to be made until the receipt of the B.A.O.'s authority.

3.—The Allowances shown in the Guide to Cash Issues are those to which you become entitled from time to time. If your "Allowance conditions" change you are to take this book to your Accountant Officer or Imprest Holder, who will amend the rates of allowances. If you do not report your movement or casualty, no amendment to allowances can be made, and you may suffer financially.

4.—Should your circumstances so change as to entitle you to a lesser amount of Allowances than shewn herein you are IMMEDIATELY TO REPORT THE FACT to your Accountant Officer or Imprest Holder and ensure that your book is amended accordingly. Any officer who receives a larger amount than his circumstances warrant, through failure to notify occurrences affecting his pay or allowances, lays himself open to a serious charge.

5.—The B.A.O. will notify your exact credits to your Unit each month on Form B.A.O./2. Your book will be called in to have these credits entered in the Pay and Allowances Account by the Paying Officer. You should retain the Forms B.A.O./2 for six months, for reference.

6.—When you require to draw cash, present this book to an Imprest Holder. He will require you to give a receipt for the amount drawn on Form 83, and will enter the amount on the Payment side of the Pay and Allowances Account and sign his name as paying officer.

7.—If you wish an amount remitted to a bank your Accountant Officer or Imprest Holder will arrange this for you.

8.—If you lose this book report the loss immediately to your C.O. A duplicate book will be issued, but no pay or allowances can be issued in respect of the period prior to loss until authority is received from the B.A.O.

9.—When the book is becoming full, application is to be made for a new book through your C.O.

10.—**You are to make no entries in this book other than to sign your name in the space provided on the cover.**

11.—**When you are posted to a unit accounted for by a different Base Accounts Office (or Accounting Unit), you must surrender this book to the nearest Imprest Holder and inform him of the bank to which the balance on your account is to be remitted. Failure to do this may cause delay in settlement of your accounts and further payments.**

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* Consolidated allowance reduced by .....s.....d. per day in respect of monthly sum paid to officer's bank.

GUIDE TO CASH ISSUES
(TO BE ASSESSED BY PAYING OFFICERS)

Month and Dates	Daily Rates of following Allowances: Colonial s	d	Servant s	d	Consolidated * s	d	Lodging s	d	Fuel and Light s	d	Furniture s	d	Ration s	d	Field s	d	Monthly total of allowances (To nearest Shilling) £	s	Fixed Monthly Adv. of Pay £	Monthly Total of Pay and Allowances £	s	Brief Reason for changes in rates of Pay and Allowances	Unit P.O.R. No.	Signature of Officer authorising amendments
29.1.45			2	-											1	-						Initial entry	122 G.S.U.	A/C
1.2.45			2	-											1	-			15					
15.3.45			2	-											3	-			15			Field allce. [illegible] N.C.A. married 23/- Fixed mthly. deduct. 1/- 46.04		
7/5/45			2	-											3	-			5					

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* Consolidated allowance reduced by .....s.....d. per day in respect of monthly sum paid to officer's bank.

GUIDE TO CASH ISSUES

(TO BE ASSESSED BY PAYING OFFICERS)

Month and Dates	Daily Rates of following Allowances										Monthly total of allowances (To nearest Shilling)		Fixed Monthly Adv. of Pay	Monthly Total of Pay and Allowances		Brief Reason for changes in rates of Pay and Allowances	Unit P.O.R. No.	Signature of Officer authorising amendments
	Colonial		Servant		Consolidated *		Lodging		Fuel and Light		Furniture		Ration		Field								
	s	d	s	d	s	d	s	d	s	d	s	d	s	d	s	d	£	s	£	£	s			

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* Consolidated allowance reduced by .....s.....d. per day in respect of monthly sum paid to officer's bank.

GUIDE TO CASH ISSUES

(TO BE ASSESSED BY PAYING OFFICERS)

Month and Date	Daily Rates of following Allowances																Monthly total of allowances (To nearest Shilling)		Fixed Monthly Adv. of Pay	Monthly Total of Pay and Allowances		Brief Reason for changes in rates of Pay and Allowances	Unit P.O.R. No.	Signature of Officer authorising amendments
	Colonial		Servant		Consolidated *		Lodging		Fuel and Light		Furniture		Ration		Field									
	s	d	s	d	s	d	s	d	s	d	s	d	s	d	s	d	£	s	£	£	s			

CANCELLED

PAY & ALLOWANCES ACCOUNT

PAYMENTS

Date of Payment	Serial No. of Form 83	Amount of each Payment (Sterling) £	s	d	Progressive Total to Date £	s	d	Signature of Paying Officer
1945								
July 19	240468	8			8			
26	71783	5			13			
Aug 20	DN	5	13	4	18	13	4	
Sept 10	DN	8	10		27	3	4	
27	DN	2	16	8	30	0	0	
May 7	DN	11	6	8	41	6	8	
29	FT	11	6	8	52	13	4	
30	DN	7	7	6	56	7	6	
Carried Forward		56	7	6				

CANCELLED

ENTITLEMENT

Month 1945	Serial No. of Form B.A.O./2	Amount (Sterling) £	s	d	Progressive Total to Date £	s	d	Signature of Officer Making Entries
FEB	1	18	2	-	18	2	-	
MAR	2	19	16	8	37	18	8	
APR	3	24	8	4	62	7	8	
MAY	4	22	15	-	85	2	8	
June	5	22	15	-	107	16	5	
July	6	22	15	-	130	15	5	
Aug	7	22	17	11	153	4	4	
Sept	8	22	0	-	175	19	11	
Carried Forward		175	19	11				

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PAY & ALLOWANCES ACCOUNT

PAYMENTS

Date of Payment	Serial No. of Form 83	Amount of each Payment (Sterling) £	s	d	Progressive Total to Date £	s	d	Signature of Paying Officer
1945	Issue	56	7	6	56	7	6	L Dunnett
Jun 7	Do	34	10		91	17	6	L Dunnett
Jul 24	Do	78	2	6	170	0	0	L Dunnett
Aug 25	Do	78	15	-	248	15	-	A Brownlow
Sept 24	-				248	15	-	
6/11/45	-	40	-	-	288	15	-	Holworth 2
Carried Forward		288	15		288	15	-	

EXCHANGED FOR Old Issue
R.A.F. UNIT, BRUSSELS
ADVANCES BY
9/7/45

CANCELLED

ENTITLEMENT

Month	Serial No. of Form B.A.O./2	Amount (Sterling) £	s	d	Progressive Total to Date £	s	d	Signature of Officer Making Entries
1945	BF	175	19	4				
Oct	9	22	15	-	198	14	4	Holworth 2/c
Nov	10	22	15	-	221	9	4	Holworth 2/c
Dec	11	22	15	-	244	4	4	Holworth 2/c
Jan	12	22	15	-	266	19	4	Dashwood 2/c.
Feb	13	22	15	-	288	19	4	Dashwood 2/c
March	14	30	1	-	319	-	4	Dashwood 2/c.
Apl.	15	18	10	-	337	10	4	
Carried Forward								

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PAYMENTS — PAY & ALLOWANCES ACCOUNT — ENTITLEMENT

Date of Payment	Serial No. of Form 83	Amount of each Payment (Sterling) £	s	d	Progressive Total to Date £	s	d	Signature of Paying Officer
1945	Amts	195	15	-	195	15	-	
Dec 14	—	11	6	8	207	1	8	H Donedey
19	—	15	-	-	222	1	8	Horlock
8/1/46	—	5			227			H Moore F/o
8/1/46		5			232			H Moore F/o
8/2/46	545	2	10		234	11	8	Hawkins F/o
13/2/46	—	15	-	-	249	11	8	Hobbs F/O
7/5/46		90	-	-	339	11	8	Dashwood F/o
10/6/46		20	=	=	359	11	8	L E Janson F/L
~~Carried Forward~~ Final payment		7	14	8	367	6	4	S/Ldr

Month	Serial No. of Form B.A.O./2	Amount (Sterling) £	s	d	Progressive Total to Date £	s	d	Signature of Officer Making Entries
	B/F				337	10	4	
19/12/45	CURRENCY AMOUNTING TO £ EXCHANGED AT BLACKBUSHE				28	3	6	MAJOR PAYS F/o
9/5/46	CURRENCY AMOUNTING TO £60 EXCHANGED AT CROYDON				400			H Moore F/o
May 16		19	6	-	357	6	4	
June		10	-	-	367	6	4	S/Ldr
	Carried Forward				367	6	4	

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PAYMENTS — PAY & ALLOWANCES ACCOUNT — ENTITLEMENT

Date of Payment	Serial No. of Form 83	Amount of each Payment (Sterling) £	s	d	Progressive Total to Date £	s	d	Signature of Paying Officer
Carried Forward								

Month	Serial No. of Form B.A.O./2	Amount (Sterling) £	s	d	Progressive Total to Date £	s	d	Signature of Officer Making Entries
Carried Forward								

CANCELLED

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PAYMENTS

PAY & ALLOWANCES ACCOUNT

Date of Payment	Serial No. of Form 83	Amount of each Payment (Sterling) £	s	d	Progressive Total to Date £	s	d	Signature of Paying Officer
Carried Forward								

ENTITLEMENT

Month	Serial No. of Form B.A.O./2	Amount (Sterling) £	s	d	Progressive Total to Date £	s	d	Signature of Officer Making Entries
Carried Forward								

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