

BAO/19

RAF ME 1060

RELEASE
OFFICER'S PAY
AND
PRIORITY
ALLOWANCES BOOK

OFFICIAL No. 106813

RANK P/Lt

NAME & INITIALS HITCHCOCK, J.

WHETHER MARRIED

(Qualified or Unqualified)

OR SINGLE MARRIED (NEW RATES)

SPECIMEN SIGNATURE

J. Hitchcock

When you are posted out of the Mediterranean or M.E. Command you must return this book to the Accountant Officer, of the P.T.C. or your Unit Accountant Officer. Failure to do so will result in delay in settlement of any balance due to you on arrival in your new Command.

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 Accountant Officer or Imprest Holder.

2.— The amount of pay entered herein is the amount you have elected to draw and which is being withheld from your pay account either with the Agents or the Base Accountant Officer. This Amount may be varied on 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 authorized herein 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 in the "Guide to Cash Issue" space. 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 shown 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 casualties affecting his pay or allowances, lays himself open to a serious charge.

Release Group 24 *J.S.H.*

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 a Paying Officer. 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 within the Middle East Command 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 on application to the B.A.O. 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.

INSTRUCTIONS TO PAYING OFFICERS

1.— Scrutinise the Pay & Allowances Account to ascertain whether the balance available is sufficient to meet the sum required to be drawn.

2.— If the balance is insufficient or there is an apparent overissue this may be due to outstanding notifications of Credits on Forms B.A.O. /2.

3.— The approximate credits for the month(s) for which notifications on Forms B.A.O. /2 are outstanding will be ascertained from the Guide to Cash Issues. This is to be examined to ensure that the officer's entitlement to allowances conforms to his present circumstances. The allowance entitlement up to the end of the previous month is to be assessed in the Guide to Cash Issues.

4.— Having now satisfied yourself that the amount request is actually available on the officer's account, obtain his receipt on Form 83 in Sterling, and issue cash in local currency.

5.— Enter the amount paid in sterling on the "Payments" side of the Pay and Allowances account of this book, and sign your name against the entry.

6.— Enter the payment on an Acquittance Roll (F. 1513) in duplicate, marked "Cash payments—Officers", and endorse it "Entered in Pay and Allowances Books".

7.— Enter the payment in your Imprest or Cash Account.

8.— If an officer requires payment to a local bank, follow the same procedure as above, but after paying him the cash withdraw it and bring it on charge in your Imprest or Cash Account.

9.— If you have no Public banking account prepare F. 889 (Remittance List) and follow the same procedure as for airmen's remittances (vide Section VII M.E. War Accig. Instructions). Pass the remittance list to your C.A.O. for action.

10.— If you are an Accountant Officer with a Public banking account you are to make payment of the officer's remittance to the required bank without delay.

GUIDE TO
(TO BE ASSESSED)

CASH ISSUES
BY PAYING OFFICERS)

Month	Fixed Monthly Allow of pay	Daily Rates of following Allowances											Monthly total of Allowances (in pence Sterling)			
		Cashier	Stores	Commissariat	Lodging	Food and Light	Furniture	Barrels	Field							
1944	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
8-20 Sept	8	46	2											7	9	
OCT		46	2	96										24	16	
Nov		46	2	96										24		
Dec		46	2	96										24	16	
JAN.		46	2	96										24	16	
FEB		46	2	96										22	8	
MCH		46	2	96										24	16	
APR		46	2	96										24	-	
MAY		46	2	96										24	16	
JUNE		46	2	96										24	-	
JULY		46	2	96										24	16	

Monthly Total of Pay and Allowances	Brief Reason for changes in rates of Pay and Allowances	Date P.O.R. No.	Signature of Officer authorizing amendments
7 9	an increase in V.R. rates with effect from 1/9/44		
24 16	Grant 9/6 of 1/10/44		D. J. Jones 9/10
24			J. Jones 11
24 16			J. Jones 2
24 16			J. Jones 10
22 8			J. Jones 10
24 16			J. Jones 10
24 -			J. Jones 10
24 16			J. Jones 10
24 -			J. Jones 10
24 16			J. Jones 10

PAYMENTS

PAY & ALLOW

ANCES ACCOUNT

ENTITLEMENT

Date of Payment	Serial No of Form B3	Amount of each Payment (Sterling)			Progressive Total to Date			Signature of Paying Officer
		£	s	d	£	s	d	
16. 9. 44	9092	2	10	-	2	10	-	John O'K
26. 9. 44	90913	3	-	-	5	10	-	John O'K
2. 10. 44	90909	3	-	-	8	10	-	John O'K
14. 10. 44	90908	6	-	-	14	10	-	John O'K
1. 11. 44	91179	6	-	-	20	10	-	John O'K
21. 11. 44	91276	6	-	-	26	10	-	John O'K
11. 12. 44	91367	10	-	-	36	10	-	Chandling
23. 12. 44	91423	10	-	-	46	10	-	Chandling
1945								
19. 1. 45	262013	10	-	-	56	10	-	Quinton 40
20. 2. 45	262209	10	-	-	66	10	-	Quinton 40
1. 3. 45	262169	20	-	-	86	10	-	Quinton 40
6. 4. 45	175059	10	-	-	96	10	-	Edwards 20
Carried Forward		96	10	-				

Month	Serial No. of Form B3	Amount (Sterling)			Progressive Total			Signature of Officer Making Entries
		£	s	d	£	s	d	
SEP	1	4	2	3	4	2	3	John O'K
OCT	2	26	10	3	31	12	6	John O'K
NOV	3	23	19	3	54	16	9	Chandling
DEC	4	24	15	3	80	12	-	Quinton 40
JAN	5	26	8	3	107	-	3	Quinton 40
FEB	6	22	7	3	129	7	6	Edwards 20
MCH	7	24	15	3	154	2	9	Edwards 20
APR	8	23	19	3	178	2	-	Quinton 8
Carried Forward								

PAYMENTS

PAY & ALLOW

ANCES ACCOUNT

ENTITLEMENT

Date of Payment	Serial No. of	Amount of each Payment			Progressive Total to Date			Signature of Paying Officer
		£	s	d	£	s	d	
6.4.45	2nd				96	10	-	Ed. J. ...
27.4.45	175228	20	-	-	116	10	-	Ed. J. ...
11.5.45	168753	20	-	-	136	10	-	Underston G.
2.7.45	166910	20	-	-	156	10	-	Underston G.
18.8.45	338199	20	-	-	176	10	-	Underston G.
26.10.45	355332	100	-	-	276	10	-	Ed. J. ...
27.10.45	353250	26	-	-	302	10	-	Ed. J. ...
£1703/Ret		31	18	6	334	8	6	
Carried Forward								

Month	Serial No. of Form	Amount (Sterling)			Progressive Total			Signature of Officer Making Entries
		£	s	d	£	s	d	
Aug	Forward.	178	2	-	178	2	-	
May	9	24	15	3	202	17	3	Underston G.
JUNE	10	26	3	-	229	-	3	Underston G.
July	11	24	15	3	253	15	6	Ed. J. ...
August	12	24	15	3	278	10	9	Ed. J. ...
Sept.	13	23	19	3	302	10	-	Underston G.
Oct	14	24	15	3	327	5	3	
Nov.	15	7	3	3	334	8	6	
Carried Forward								

