

OFFICER'S PAY AND ALLOWANCES BOOK

OFFICIAL No.

184115

RANK

P/O. F10

NAME & INITIALS

KILLEN K.D.L.

MARRIED

1942 Rates

C.M.O.

U.Q.M.O.

SINGLE

YES

SPECIMEN SIGNATURE:

K.D.L.

| | | | | |
|---------------|----------------|----------|-----|----------|
| 1-128-7 | WT. 55657-4450 | Atom Br. | 444 | T.S. 700 |
| *150.0-138571 | WL. 12025-1282 | 10M Br. | 444 | T.S. 700 |

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 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 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 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 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 Form 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 82, 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.

INSTRUCTIONS TO PAYING OFFICERS

1.—Scrutinise the Pay and 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 Forms B.A.O./2 are outstanding can 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 satisfied yourself that the amount requested by the officer is within his entitlement, 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."

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

8.—If an officer requires payment to a 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 as a remittance.

9.—Remittances are to be entered on Form 889 in duplicate and the original despatched to the B.A.O. The duplicate is to be retained as a voucher in support of the receipt of the money from the officer.

PAYMENTS

PAY & ALLOW

ANCES ACCOUNT

ENTITLEMENT

| Date of Payment | Serial No. of Form 83 | Amount of each Payment (Sterling) | Progressive Total to Date | Signature of Paying Officer | Month | Serial No. of Form B.A.O./B | Amount (Sterling) | Progressive Total to Date | Signature of Officer Making Entries |
|-----------------|-----------------------|-----------------------------------|---------------------------|-----------------------------|-----------------|-----------------------------|-------------------|---------------------------|-------------------------------------|
| 2.1.45. | 1013. | 20 - - | 20 - - | W. S. L. L. L. L. | Nov. | 1 | 10 | | W. S. L. L. L. L. |
| 2.1.45 | | 5 - - | 25 - - | W. S. L. L. L. L. | Nov. | 2 | 10 | 20 | W. S. L. L. L. L. |
| 6/2/45 | 71513 | 5 - - | 30 - - | Comptroller | Dec. | 3 | 15 10 8 | 35 15 8 | W. S. L. L. L. L. |
| 29/1/45 | | 5 - - | 35 - - | Thorp | Feb. | 4 | 12 16 - | 51 14 8 | W. S. L. L. L. L. |
| 5/3/45. | A131262 | 23 - - | 58 - - | G. Heath. w/o. Listerick. | Mar. | 5 | 29 4 - | 80 18 8 | W. S. L. L. L. L. |
| 6/4/45 | A131291 | 13 - - | 71 - - | G. Heath. w/o. | Apr. | 6 | 18 5 - | 99 3 8 | W. S. L. L. L. L. |
| 23/4/45. | A131313. | 10 - - | 81 - - | G. Heath. w/o. | May | 7 | 20 2 9 | 119 6 5 | W. S. L. L. L. L. |
| 2/5/45 | | 5 - - | 86 - - | A. Heath. w/o. | June | 8 | 22 - 9 | 141 7 2 | W. S. L. L. L. L. |
| Carried Forward | | 86 | | | Carried Forward | | | | |

PAYMENTS

PAY & ALLOW

ANCES ACCOUNT

ENTITLEMENT

| Date of Payment | Serial No. of Form 33 | Amount of each Payment (Sterling) | Progressive Total to Date | Signature of Paying Officer | Month | Serial No. of Form E.A.O./2 | Amount (Sterling) | Progressive Total to Date | Signature of Officer Making Entries |
|-----------------|-----------------------|-----------------------------------|---------------------------|-----------------------------|-----------------|-----------------------------|-------------------|---------------------------|-------------------------------------|
| | | £ s d | £ s d | | | | £ s d | £ s d | |
| 30/11/45 | A 11. 13120 | 86 10 - | 86 90 - | the Comptroller | July | 9 | 14 10 9 | 155 17 11 | P.E. Daniels |
| 10/12/45 | 13131 | 5 - - | 101 - - | 10/12/45 | Aug. | 10 | 13 15 4 | 169 13 10 | P.E. Daniels |
| 5/1/46 | | 6 - - | 107 - - | Monica | Sept | 11 | 13 1 11 | 182 15 9 | P.E. Daniels |
| 20/6/45 | A 131380 | 15 - - | 122 - - | General w/o | Oct | 12 | 13 18 9 | 196 14 6 | R. K. [unclear] |
| 21/11/45 | | 3 - - | 125 - - | Monica | Nov | 13 | 13 4 - | 210 8 6 | R. K. [unclear] |
| 1/7/45 | A 131413 | 10 - - | 135 - - | General w/o | DEC | 14 | 16 18 9 | 227 7 3 | John Long [unclear] |
| 7.8.45 | A 141494 | 10 - - | 145 - - | General w/o | JAN | 15 | 16 4 - | 243 11 3 | John Long [unclear] |
| 22.8.45 | A 141615 | 10 - - | 155 - - | General w/o | Feb | 16 | 16 4 9 | 259 16 - | R. K. [unclear] |
| Carried Forward | | 155 | | | Carried Forward | | | | |

PAYMENTS

PAY & ALLOW

ANCES ACCOUNT

ENTITLEMENT

| Date of Payment | Serial No. of Form 83 | Amount of each Payment (Sterling) | Progressive Total to Date | Signature of Paying Officer | Month | Serial No. of Form B.A.O./2 | Amount (Sterling) | Progressive Total to Date | Signature of Officer Making Entries |
|-----------------|-----------------------|-----------------------------------|---------------------------|-----------------------------|-----------------|-----------------------------|-------------------|---------------------------|-------------------------------------|
| 20/12/45 | 134929 | 10 - - | 209 - - | Per J. J. J. | Dec | 22 | 338 3 - | 338 3 - | J. J. J. |
| 2/1/46 | BHT | 12 - - | 221 - - | Per J. J. J. | Jan | 22 | 70 4 - | 348 7 - | J. J. J. |
| 2/1/46 | BHT | 10 - - | 231 - - | Per J. J. J. | | | 348 7 - | | |
| 1/2/46 | 2030 | 11 - - | 242 - - | Per J. J. J. | | | | | |
| 23/2/46 | 3 | - - | 245 - - | Per J. J. J. | | | | | |
| 23/2/46 | 2131 | 5 - - | 250 - - | Per J. J. J. | | | | | |
| 4/2/46 | CATWAT | 7 - - | 257 - - | Per J. J. J. | | | | | |
| 18/3/46 | 2135 | 5 - - | 262 - - | Per J. J. J. | | | | | |
| Carried Forward | | | | | Carried Forward | | | | |

CANCELLED

PARTY

1/8/46 / 2/2 / H1 Arson

W

FINANCES ACCOUNT

ENTITLEMENT

Date of
Payment

Total £338.00

by Cash
Fls.

Month

Serial No.
of Form
B.A.O./2Amount
(Sterling)Progressive
Total
to DateSignature of Officer
Making Entries

4/1/46

4/1/46

1/5

25

- 272

- 4/8/46

20.5.46

Cath

30

- 302

- 4/8/46

3.6.46

National

Currency

exchange

4/8/46

6.6.46

10

- 312

- 4/8/46

6.6.46

10

- 322

- 4/8/46

4.7.46

National

Currency

exchange

4/8/46

13/7/46

395

25

- 327

- 4/8/46

Grand Total £327 - - 327

Final Payment

21

- 348

- 348

- 348

- 348

- 348

- 348

- 348

B. Toward

338

- 338

- 338

- 338

- 338

- 338

- 338

- 338

Grand Payment

10

4 - 348

4 - 348

4 - 348

4 - 348

4 - 348

4 - 348

4 - 348

CANCELLED

Serial Forward