ACC 10000/100/321

12

10000/100/321

FINANCE, BLANK FORMS
SEPT. - NOV. 1943

1298

Planning Staff

BY FAST AIR

819/40

29 September 1943.

The Finance Division,
Military Government School and Holding Center,
Care of A.F.H.Q., B.N.A.F.

Accounting Instructions and Forms.

1. The following cable was sent yesterday in reply to your cable No. 9756 of 25 September:

> "We are forwarding revised Accounting Instructions and a few
> "forms for Civilian Supplies and Public Health Divisions.
> "We would prefer that you have your requirements printed
> "locally as we have an acute paper shortage here. However,
> "we can despatch a supply within ten days if this is imper-
> "ative. Please advise."

2. Enclosed herewith are 5 copies each of extracts from the " AMGOT Accounting Manual" setting out the accounting instructions for the Civilian Supplies and Public Health Divisions, together with specimen forms.

3. There are also forwarded herewith for inclusion in Brigadier R. A. Hamlyn's copy (No. 216) and in your eight copies (Nos. 126 to 133) of the Manual the following:

2733

- Handing and Taking Over of Cash, Records, Stores, etc.
- Accounting Instructions for the Civilian Supplies Division
- Accounting Instructions for the Public Health Division
- Form of Statement of Assets and Liabilities for AMFA
- Revised form of Payroll (Form F/4)

Copies of further additions to the Manual will be forwarded from time to time.

A. G. Tubb, Lt. Col.,

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Revised form of Payroll (Form F/4)

Copies of further additions to the Manual will be forwarded from time to time.

A. G. Tubb, Lt. Col.,
CHIEF ACCOUNTANT
AMGOT.

Copy to C.F.O., AMGOT.

CR 6 Oct/986

24/SR

checked for
original on file

MGS ALG V MGS TIZ
6 NOVEMBER 1943
MESSAGE NO 5

TO JACS (FOR FINANCE SECTION) AC/1011/6 2732

SUBJECT FINANCIAL DOCUMENTS

6 COPIES OF EACH OF THE FOLLOWING MIMEOGRAPHED REPORTS MOST URGENTLY REQUIRED HERE FOR ON WARD TRANSMISSION. SUPPLY SOONEST AND ADDRESS PERSONAL TO MAJOR JACKMAN HERE. DOCUMENTS WERE PREPARED BY COL BERNSTEIN AND ARE (1) BANKING SITUATION IN SICILY (2) PRELIMINARY REPORT ON ITALIAN FISCAL ETC SITUATION (3) ROLL OF AMFA IN REOPENING OF BANKS IN SICLY (4) SOCIAL INSURANCE IN SICILY.

MAJOR R B JACKMAN

END KKKK
RECD 61120A KWLM

TO : MGS AFHQ

FROM : JCS (FINANCE)

REF : AC/1011/6 17 Oct 43 STOP MESSAGE FOR CHIEF ACCOUNTANT AMGOT HQ
15 ARMY GROUP BEGINS REFERENCE YOUR LETTER CA 40 DATED 29 SEPT IT IS NOT
NOT NECESSARY REPEAT NOT FOR YOU TO FORWARD FORMS FOR CIVILIAN SUPPLIES AND
PUBLIC HEALTH DIVISIONS . WE ARE ENDEAVOURING TO HAVE COPIES PRINTED
LOCALLY.

[signature]

MAJOR CHAPPLE.

Authorised for [illegible]

2731

1545

ACC/10011/6

ROUTINE

TO FOR ACTION : FILPOT FOR AMG FOR GRAFFTEY SMITH

REF NO. 5286

SIGNED : EISENHOWER, CITE FHMGS

BERNSTEIN suggests reference our 4902 of September 15. Visiting COLONEL SIMS on return here and getting necessary instructions and forms himself.

ORIGINATOR : MGS

AUTHENTICATION : N.B. RICHARDSON CAPT.

INFORMATION : FINANCE
DPIC
AG RECORDS

MC OUT 5056 16 Sept 43. 1137B Ref No. 5286 VE/P

2739

Sent O.B.

TELETYPE MESSAGE

AG/011/6

CHIEF ACCOUNTANT,
AMGOT HEADQUARTERS,
c/o 15 ARMY GROUP

IF REGIONS 4 5 6 ARE TO BE EQUIPPED FROM MILITARY GOVERNMENT SCHOOL AND HOLDING CENTRE PLEASE SEND BY FAST AIR SUFFICIENT FORMS F/F13 F/F15 F/F16 F/F17 F/F18 – SO THAT THESE MAY BE ADDED TO ACCOUNTING KIT If Finally approved.

COLONEL H G CRAWSHAW

Hollywood

2729

270

Declassified E.O. 12356 Section 3.3/NND No. 785015

F/F 1

ALLIED MILITARY GOVERNMENT OF OCCUPIED TERRITORY

Governo Militare Alleato del Territorio Occupato

TRIPLICATE

RECEIPT VOUCHER

Quietanza

№ 49449

Date 19 File Copy

RECEIVED FROM :
Ricevuto da

THE SUM OF (in words):
La somma di (scritto in lettere)

IN PAYMENT OF :
In pagamento di

AMOUNT (in figures):
La somma di (in cifre)

Receiving officer's signature & rank

2728

DISTRICT:

HEAD:

SUB - HEAD:

CASH BOOK FOLIO:

EQUIVALENT IN LIRE:

Declassified E.O. 12356 Section 3.3/NND No. 785015

F/F 1

ALLIED MILITARY GOVERNMENT OF OCCUPIED TERRITORY

Governo Militare Alleato del Territorio Occupato

DUPLICATE

RECEIPT VOUCHER

Quietanza

№ 49419

[illegible]

Date 19

RECEIVED FROM:
Ricevuto da

THE SUM OF (in words):
La somma di (scritto in lettere)

IN PAYMENT OF:
In pagamento di

AMOUNT (in figures):
La somma di (in cifre)

Receiving officer's signature & rank 2727

DISTRICT:

HEAD:

SUB-HEAD:

CASH BOOK FOLIO:

EQUIVALENT IN LIRE:

Declassified E.O. 12356 Section 3.3/NND No. 785015

F/F 1

ALLIED MILITARY GOVERNMENT OF OCCUPIED TERRITORY

Governo Militare Alleato del Territorio Occupato

RECEIPT VOUCHER

Quietanza

ORIGINAL

№ 49420

Date 15 Sep 1943

RECEIVED FROM:
Ricevuto da

THE SUM OF (in words):
La somma di (scritto in lettere)

2726

IN PAYMENT OF:
In pagamento di

AMOUNT (in figures):
La somma di (in cifre)

Receiving officer's signature & rank

DISTRICT:

F/F 1

ALLIED MILITARY GOVERNMENT OF OCCUPIED TERRITORY

Governo Militare Alleato del Territorio Occupato

TRIPLICATE

RECEIPT VOUCHER

Quietanza

№ 49421

Date 19

RECEIVED FROM:
Ricevuto da

THE SUM OF (in words):
La somma di (scritto in lettere)

IN PAYMENT OF:
In pagamento di

AMOUNT (in figures):
La somma di (in cifre)

2725

Receiving officer's signature & rank

DISTRICT:

HEAD:

SUB-HEAD:

CASH BOOK FOLIO:

EQUIVALENT IN LIRE:

F/F 12

ALLIED MILITARY GOVERNMENT OF OCCUPIED TERRITORY

Governo Militare Alleato del Territorio Occupato

ALLIED MILITARY FINANCIAL AGENCY

Agenzia Militare Finanziaria Alleata

TRIPLICATE Fld No. ....

RECEIVED FROM THE ALLIED MILITARY FINANCIAL AGENCY AN ADVANCE OF
Ricevuto dall'Agenzia Militare Finanziaria Alleata un avanzo di

(in words): ....
(scritto in lettere)

....

FOR THE PURPOSE OF : ....
Per il bisogno di

....

....

....

AND WHICH IS RECOGNIZED AS A DEBT OF : ....
Il quale viene riconosciuto come debito di

....

(Name of Governmental body - Nome dell'Ente Governativo)

AMOUNT (in figures) ....
Somma (in cifre)

Signature - Firma

DATE .... 19 ....
Data

2721

Title of signatory
Competenza del firmatario

Signature - Firma

Title of signatory
Competenza del firmatario

Above advance approved by ....
(Signature & rank of officer authorizing advance)

Date .... 19 ....

Declassified E.O. 12356 Section 3.3/NND No. 785015

(in words):
(scritto in lettere)

FOR THE PURPOSE OF:
Per il bisogno di

AND WHICH IS RECOGNIZED AS A DEBT OF:
Il quale viene riconosciuto come debito di

(Name of Governmental body - Nome dell'Ente Governativo)

AMOUNT (in figures)
Somma (in cifre)

Signature - Firma

DATE 19
Data

272

Title of signatory
Competenza del firmatario

Signature - Firma

Title of signatory
Competenza del firmatario

Above advance approved by
(Signature & rank of officer authorizing advance)

Date 19

I certify that the above advance has been paid by me to the person(s) entitled thereto.

Date: 19

Name & rank of paying officer

Equivalent in Lire:

Cash book folio:

Declassified E.O. 12356 Section 3.3/NND No. 785015

DETAILS OF SOCIAL INSURANCE CONTRIBUTIONS AND INCOM

NAME OF EMPLOYEE	SOCIAL INSURANCE CONTRIBUT									
	OLD AGE & DISABILITY		TUBERCULOSIS		UN-EMPLOYMENT		MARRIAGE & MATERNITY		TOGETHER	
	1	2	3	4	5	6	7	8	9	10
	Columns 1-8 need not be filled in									
TOTALS										

NOTE:

Employees' Contributions — Odd numbers and 16
Employer's Contribution — Even numbers except 16
Totals of columns 1, 3, 5 and 7 — Column 9.
do. 2, 4, 6 and 8 — Column 10.
do. 9 and 11 — Column 13.
do. 10 and 12 — Column 14.
do. 13 and 15 — Column 16.

Contributions payab
affixing stamps
employees' card
(Columns 9 and
Contributions payab
cash (columns 1
Together (colum
Contributions by em
only based on g
Family Allowances
gross salaries
Accidents & Occup.
TOTA

2723

...L INSURANCE CONTRIBUTIONS AND INCOME TAX DEDUCTIONS

SOCIAL INSURANCE CONTRIBUTIONS												INCOME TAX DEDUCTIONS	TOTAL DEDUCTIONS
...UBERCULOSIS		UN-EMPLOYMENT		MARRIAGE & MATERNITY		TOGETHER		SICKNESS		TOTALS			
3	4	5	6	7	8	9	10	11	12	13	14	15	16

...mns 1-8 need not
...filled in

	SUMMERY EMPLOYEES	EMPLOYER	TOTAL
Contributions payable by affixing stamps to employees' cards (Columns 9 and 10)			
Contributions payable in cash (columns 11 & 12)			
Together (columns 13 & 14)			
Contributions by employer only based on gross wages:			
Family Allowances 20% of gross salaries	NIL		
Accidents & Occup. Diseases	NIL		
TOTALS			

2723

1522

F/F 2

ALLIED MILITARY GOVERNMENT OF OCCUPIED TERRITORY

REQUISITION FOR CASH

TO : ....

PLEASE SUPPLY (1) ....

WITH THE FOLLOWING CURRENCY :

Reasons for which funds are required (2)	CURRENCY REQUIRED		
	Denomination	Quantity	Amount
			2722
		TOTAL	

DISTRICT : ....

Signature & rank of requisitioning officer

Date: 194

F/F 12

ALLIED MILITARY GOVERNMENT OF OCCUPIED TERRITORY

Governo Militare Alleato del Territorio Occupato

ALLIED MILITARY FINANCIAL AGENCY

Agenzia Militare Finanziaria Alleata

DUPLICATE No. ....

RECEIVED FROM THE ALLIED MILITARY FINANCIAL AGENCY AN ADVANCE OF
Ricevuto dall'Agenzia Militare Finanziaria Alleata un avanzo di

(in words): ....
(scritto in lettere)

....

FOR THE PURPOSE OF: ....
Per il bisogno di

....

....

AND WHICH IS RECOGNIZED AS A DEBT OF: ....
Il quale viene riconosciuto come debito di

....
(Name of Governmental body - Nome dell'Ente Governativo) 2721

AMOUNT (in figures) ....
Somma (in cifre)

.... Signature - Firma

DATE .... 19 ..
Data

.... Title of signatory
Competenza del firmatario

.... Signature - Firma

.... Title of signatory
Competenza del firmatario

Above advance approved by ....
(Signature & rank of officer authorizing advance)

Date .... 19 ..

F/F 3

ALLIED MILITARY GOVERNMENT OF OCCUPIED TERRITORY

Governo Militare Alleato del Territorio Occupato

DUPLICATE PAYMENT VOUCHER

DISTRICT: COSTANZA No. 2

PAY TO:

DETAILED DESCRIPTION OF PAYMENT	Quantity	Rate	Amount
			2729
Authority:		TOTAL	

1. I certify that the above amount is correct and due, was incurred under the authority quoted and that the rate/price charged is according to contract or fair and reasonable and that payment will not cause an excess over the amounts authorized.

Date: 19

Signature & rank of officer authorizing payment

2. RECEIVED ON THE DAY OF 19
Ricevuto il giorno del mese

IN PAYMENT OF THE ITEMS LISTED ABOVE, THE SUM OF
In pagamento degli oggetti sopra elencati, la somma di

Recipient - Ricevente

DETAILED DESCRIPTION OF PAYMENT	Quantity	Rate	Amount
			2720
Authority:		TOTAL	

1. I certify that the above amount is correct and due, was incurred under the authority quoted and that the rate/price charged is according to contract or fair and reasonable and that payment will not cause an excess over the amounts authorized.

Date: .... 19 ....

....
Signature & rank of officer authorizing payment

2. RECEIVED ON THE .... DAY OF .... 19 ....
Ricevuto il giorno del mese

IN PAYMENT OF THE ITEMS LISTED ABOVE, THE SUM OF ....
In pagamento degli oggetti sopra elencati, la somma di

....

....
Recipient - Ricevente

3. I certify that the sums indicated above have been duly paid by me to the person(s) entitled thereto.

Date: .... 19 ....

....
Signature & rank of paying officer

HEAD: ....

SUB-HEAD: ....

EQUIVALENT IN LIRE: .... CASH BOOK FOLIO: ....

Declassified E.O. 12356 Section 3.3/NND No. 785015

Admin Instr No 12

MILITARY GOVERNMENT SCHOOL AND HOLDING CENTRE
APO 512

14 September, 1943.

Subject: Practice in Use of Accounting Documents.

To : All Officers of Finance Committee, SCAO's and CAO's.

1. A set of accounting forms is attached herewith, which all officers in the above named groups are requested to fill in, recording the transactions of "CAO Costanza" for the period 14 to 30 September, 1943.

2. The Finance officers should complete their documents for the Committee meeting at 1630 hours on Wednesday, 15 September.

3. SCAO's and CAO's should complete theirs as soon as possible; the time and place for handing in the completed documents will be published on the notice board.

4. The transactions to be recorded are:-

a. 14 Sept. CAO Costanza requisitions Lire 300,000 from F.O. Trapani for expenses and relief in the Commune of Costanza.

b. 14 Sept. Pays G. Verdi Lire 300 for repairs to safe. 271

c. 15 Sept. Pays Commune of Costanza relief payments Lire 100,000.

d. 15 Sept. Makes out receipt to CAPO instead of Legal Officer for Fines and Court Fees amounting to Yellow Seal Dollars 42 and B.M.A. £20. Discovers error in designation of payer and cancels receipt.

e. 15 Sept. Makes out correct receipt to Legal Officer for transactions detailed in d. above.

f. 30 Sept. Pays civilian employees for half-month ending 30 Sept:-
Pietro Santini - Interpreter at Lire 3000 per month.
Giovanna Palletta - Typist at Lire 2000 per month.
N.B. Provisional deduction of 15% to cover Income Tax and Social Security Contributions to be made in blank column on front of form. Back of form may be ignored.

g. 30 Sept. Rules off Cash Book and prepares Abstract of Cash Book - Receipts and Abstract of Cash Book Disbursements for submission to C.A.

The following documents are attached herewith:
F/F1 3 forms in triplicate.
F/F2 2 forms.
F/F3 Original and Duplicate.
F/F4 Original and Duplicate.
F/F12 Original, Duplicate and Triplicate.
Cash Book - One Sheet - Receipts and Disbursements.
Abstract of Cash Book - Receipts.
Abstract of Cash Book - Disbursements.

By order of Colonel PARKIN:

Henry T. Rowell
HENRY T. ROWELL
Major, CMP
Chief Instructor.