

(iii) To prescribe the forms and to supervise and direct the preparation of all county budget submissions and to assist in the preparation of all county budgets.

(iv) To keep the board of county commissioners and Director of Administration advised on the financial condition of the county and make such recommendations as may seem to him advisable; to remain continually available to advise the Director of Administration and county commissioners on all financial matters including but not limited to investment of county moneys and purchase and issuance of bonds; and to submit at least once a year to the county commissioners a complete financial statement showing the assets, liabilities and financial condition of the county.

(v) To control and supervise all county expenditures on the basis of authorized budget allotments, INsofar AS THEY ARE NOT SUBJECT TO ANY STATE LAW OR REGULATION, and to report monthly thereon to the several offices, departments, boards, commissions, and other agencies of the county government.

(vi) To examine, audit, and approve all bills, demands, or charges against the county and to determine their regularity, legality, and correctness.

~~(vii)~~ To provide adequate property and liability insurance for the county and to help in arranging for surety bonds for such county officers and employees who are required to furnish bonds.

~~(viii)~~ (VII) To examine regularly the books, papers and records of each department and agency of the county government and to report to the Board of County Commissioners the condition in which he finds them. The County Commissioners shall make provision for an annual audit of the books and accounts of the county by the appointment of an independent auditor.

~~(ix)~~ (VIII) To supervise and manage for the county, the purchase of materials, goods, and services, following accepted and proper purchasing procedure, INsofar AS THEY ARE NOT SUBJECT TO ANY STATE LAW OR REGULATION.

~~(x)~~ (IX) To perform such other functions as may be assigned to him from time to time by the county commissioners and The Director of Administration.

(e) Appropriations. The county commissioners annually shall levy an amount sufficient for the proper administration of this sub-heading.

(f) In the temporary absence of the Director of Administration, the Board of County Commissioners may appoint an Acting Director of Administration. During the period of holding this position, the Acting Director of Administration has all the powers, duties, functions and responsibilities of the office of the Director of Administration.

(G) THIS SECTION SHALL NOT CONTRAVENE OR SUPERSEDE THE PROVISIONS OF ARTICLE 77 OF THE ANNOTATED CODE OF MARYLAND OR OF ANY STATE LAW OR REGULATION.