

## COUNTY LOCAL LAWS

Article IV of the Constitution of Maryland. He shall be responsible for the maintenance, custody and preservation of a full and true record of all proceedings in the People's Court, and, as hereinafter provided, for the collection, custody, accounting and remittance of all fines, penalties, forfeitures, fees and costs. The Chief Clerk shall perform such additional duties as may from time to time be assigned to him by the Chief Judge.

The Chief Clerk shall establish and maintain a complete and accurate system of books and accounts for the effective control of all monies received, disbursed or otherwise handled by the People's Court. In the establishment of such accounting and recording practices and procedures he shall seek the advice of the State Auditor, who shall study and review the systems of accounting and methods of bookkeeping proposed to be established, and direct such revisions therein as to him seem necessary or desirable. The Chief Clerk shall comply with all directives of the State Auditor respecting the bookkeeping and accounting procedures of the office, and shall insure that such procedures continually conform to said directives.

The Chief Clerk shall file with the County Executive at least once monthly, a verified account of all fines, forfeitures, penalties, fees and costs imposed by said Court during the previous month which are payable to the county. Said account shall show the amounts paid in each case, the nature of the case and the name of the party making payment. At the time of filing any account the Chief Clerk shall pay over to the County Executive the amount of said fines, forfeitures, penalties, fees and costs received. All payments required by law to be made to the Commissioner of Motor Vehicles or to the State of Maryland shall be promptly made in accordance with law and with such regulations consistent therewith as the said Commissioner of Motor Vehicles or the Comptroller of the State of Maryland, respectively, shall prescribe. All monies received from the imposition of fines, forfeitures, penalties, fees and costs shall be promptly deposited in a bank account maintained in the name of the Chief Clerk in his official capacity where they shall be retained until payment is made thereof to the officials to whom