

Authority;⁵² Board of Public Works;⁵³ (ex officio) Board of Trustees; Employees Retirement System;⁵⁴ and the Board of Trustees of the State Police Retirement System.⁵⁵

WORKINGS OF THE TREASURER'S OFFICE

The treasurer generally has delegated his administrative duties to his chief deputy and a deputy. The office of the chief deputy is in Annapolis, and is the ultimate place for the deposit of records on collateral and insurance. It also handles claims, reports the budget, and registers bonds and coupons. The deputy's office is in Baltimore and it functions more as the information gathering center for the treasurer who generally has his business office in Baltimore. Generally, the comptroller's office is often in contact with the treasurer's office, but unless there is a special study being conducted (e.g., consolidating bonding of employees), there is little contact with other agencies. The receiving and paying function of the office is purely administrative and has little policy-making power. Of course the treasurer, as a member of the Board of Public Works, has policy-making power, but this does not extend to his administrative duties.

The treasurer's office places all the State's insurance coverage, a duty delegated by the Board of Public Works. The treasurer determines the amount and what is covered. Bids are taken on the insurance for motor vehicles and machinery, and coverage on buildings is nego-

tiated due to the complexity and variety of this insurance coverage. When there is a major change in insurance coverage or a new and significant item is covered (e.g., volunteers in hospitals, or educational TV), the Treasurer will seek Board approval.

SALE OF BONDS

The comptroller's office may initiate the sale of bonds. When bond accounts are low, he will notify the treasurer. The comptroller writes letters to all bond beneficiaries to determine their needs, forwarding the data to the treasurer who checks it and determines the amount that can be sold in the money market. After approval by the Board of Public Works, the treasurer handles all details in the sale of the bonds. The attorney general certifies that there is no litigation and the bond counsel, appointed by the treasurer, gives a legal opinion on the legal validity of the bond. The bonds are put out for bid and the Board of Public Works makes the final decision as to what bid is accepted. Payment of the bonds is handled through a fiscal agent—Mercantile Trust Company.

INVESTMENT OF SURPLUS FUNDS

By law the treasurer may invest in United States securities.⁵⁶ When to buy and how much is determined by the treasurer. Likewise, the amount of funds that an agency is allowed to maintain as a balance in local banks is determined by the treasurer. Local banks are chosen by him on the basis of past service and ability to put up collateral for the funds.

The treasurer's position on the Board of Trustees of the Retirement Fund is necessary in order that the Fund may benefit from his experienced advice about investments.

⁵² MD. CODE ANN. art. 41, § 266M(e) (1957, repl. vol. 1965).

⁵³ MD. CONST. art. XII, § 1.

⁵⁴ MD. CODE ANN. art. 73B, § 12 (1957, repl. vol. 1967).

⁵⁵ MD. CODE ANN. art. 88B, § 37 (1957, repl. vol. 1964).

⁵⁶ MD. CODE ANN. art. 95, § 22 (1957, repl. vol. 1964).