

for each district in the county, which shall set forth the name of each taxpayer in said district and alphabetically for each district the aggregate amount of property, both real and personal assessed to each person, or persons, or corporation, for each district, and the amount of State and county taxes due by each, together with the rate of state and county tax opposite each taxpayer's name. He shall keep all necessary, suitable and appropriate books of accounts and therein enter in a clear, accurate and businesslike manner all the financial transactions of the county, and particularly showing from day to day, and at all times the amount of county moneys, securities and property in the hands of the county treasurer or any other fiduciary officer of the county, the amount of taxes placed in the hands of the treasurer and not accounted for by him; the amount of each and every appropriation made by the board in the form of a separate account for each appropriation, and of each and every warrant drawn by the board thereon, with the name of the person to whom such warrant was drawn, the number, date and amount thereof, and also of its payment by the treasurer or any other financial agent of the county on whom drawn, as soon as such payment shall have been reported unto the board, and he shall in all respects so keep such books, that on any day the financial condition of the county and the status of any appropriation may be exactly and truly known immediately upon examination of such books and of the several accounts therein; he shall also keep a warrant book of Dorchester County, from which he shall make out every warrant which shall authorize the treasurer of the county or any other financial agent of the county to pay out to any person or corporation, whatsoever, any sum of money, which warrant book, besides the warrant to be removed therefrom after execution thereof by the president of Board of County Commissioners, and by such officer as clerk of the County Commissioners, shall contain a corresponding duplicate or stub, in which at the time of the filling up of said warrant, and before its removal from the book, he shall make full entry of the number, date and the amount of such warrant, the name of the person to whom issued, upon whom drawn, the appropriation against which drawn, and reference to the page of the Journal of the Board, wherein is the entry of order for such warrant; and no warrant shall at any time be issued, except after all the aforesaid shall have been done. He shall further keep and carefully preserve all such books and papers in the office of said County Commissioners; and shall on any secular day, not a legal holiday, between the hours of 9 o'clock A. M. and 4 o'clock P. M. at the request of any citizen or taxpayer of said county exhibit the same to such person, and make and certify copies or extracts therefrom, without charge. He shall give bond in the penalty of ten thousand dollars for the faithful performance of his duties, to be secured by a bonding company, the premium on said bond to be paid by the County Commissioners, and to be approved by the said Commissioners, and he shall qualify under the State Constitution. He shall countersign all checks issued by the county treasurer in payment of warrants for bills against Dorchester County; and shall examine each month-