

books and records of all such agencies and institutions; if deemed necessary, to aid him in estimating the needs of such agencies or institutions.

1939, ch. 64, sec. 16.

16. The Director shall have the power to prescribe the forms upon which all requests for appropriations are submitted in such detail as may be indicated, together with any supporting data that may be desired and these forms shall be returned to the Director at such time as he shall determine.

1939, ch. 64, sec. 17.

17. It shall be the duty of the Director to prepare a tentative budget and report for the assistance of the Governor in the preparation of his budget bills for submission to the Legislature. Such report shall give comparative appropriations and expenditures for each of the two fiscal years next preceding, the amount requested for each of the two succeeding fiscal years, and the amount recommended by the Director. The report shall also contain a financial statement showing the total revenue from all sources (State, Federal and otherwise) and expenses for each of the two fiscal years next preceding, giving effect to all amended schedules approved in said years, the current assets, liabilities, reserves and surplus or deficit of the State, an itemized list of the debts and funds of the State, and an estimate of the financial condition of the State as of the beginning and end of each of the fiscal years next succeeding, including an itemized statement of the estimated revenues.

1939, ch. 64, sec. 18.

18. In the interest of economy and efficiency, it shall be the duty of the Director to make a complete survey of the operation and maintenance of all the departments, boards, commissions, bureaus, divisions, institutions or agencies of the State, in order to secure information upon which to base recommendations to the Governor as to the appropriations that will be needed for the maintenance and operation of all such agencies.

1939, ch. 64, sec. 19.

19. In connection with this study of the needs of the several departments, boards, commissions, bureaus, divisions, institutions and agencies of the State, the Director shall give careful attention to the administration, organization and duties of the same in order to ascertain whether there is any duplication or overlapping of work, duties or functions, and shall make reports and recommendations to the Governor for the reorganization or consolidation of any departments, boards, commissions, bureaus, divisions, institutions or agencies whenever in his opinion such reorganization or consolidation would result in economy or efficiency, or be to the best interests of the State.

1939, ch. 64, sec. 20.

20. The Director shall be subject to call by either House of the General Assembly or any committee thereof in order to supply any data or information in his possession.