

Books—  
how kept.

endorse, file, number and index all papers presented to the said board and acted upon by the same, and so arrange, keep and preserve them that by reference to such index and number such papers may at any and all times be readily found; he shall each year immediately upon and after the annual assessment and levy make out the assessment and levy book for each district in the county, which shall set forth the name of each tax-payer in said district, description of the real or personal property assessed to each, the valuation of each item, the rate of State and county tax and the amount of tax levied on each person or corporation; he shall keep all necessary, suitable and appropriate books of account and therein enter in a clear, accurate and business like 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 or 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 to 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 Prince George's 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, 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 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 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 ten o'clock a. m., and three o'clock p. m., at the request of any citizen or tax payer of said county exhibit the same to such person, and make and certify copies or extracts therefrom without charge.

Warrant  
book.