

fixed by the Council. He shall be an attorney at law who shall have been admitted to practice before the Maryland bar, but need not be a resident of Greenbelt. He shall be the chief legal adviser of and attorney for the Town and all offices thereof in matters relating to their official powers and duties. It shall be his duty to perform all services incident to his office; to attend all meetings of the Council to give advice in writing, when so requested, to the Council or the Town Manager; to prosecute or defend, as the case may be, all suits or cases to which the Town may be a party; to prosecute for all offenses against the ordinances of the Town and for such offenses against the laws of the State as may be required of him by law; to prepare all contracts, bonds and other instruments in writing in which the Town is concerned, and to endorse on each his approval of the form and correctness thereof; and to perform such other duties of a legal nature as the Council may by ordinance require.

DEPARTMENT OF FINANCE

SEC. 44. POWERS AND DUTIES OF TOWN TREASURER. The town treasurer shall be head of the department of Finance, and shall have charge of the administration of the financial affairs of the town, and to that end he is authorized and directed:

1. To prepare the budget for the Manager as outlined in Sections 46, 47 and 48, and to assist him in its execution after authorization by the Council as required by Section 49.

2. To maintain accounting control over the finances of the Town government, for which purpose he is empowered to operate a set of general accounts embracing all the financial transactions of the Town and such subsidiary accounts and cost records as may be required by ordinance or by the Town Manager for purposes of administrative direction and financial control; to prescribe the forms of receipts, vouchers, bills, or claims to be filed by all departments and agencies of the Town government; to examine and approve all contracts, orders, and other documents by which the Town incurs financial obligations, having ascertained before approval that moneys have been duly appropriated and allotted to meet such obligations and will become available when the obligations have become due and payable and to audit and approve all bills, invoices, payrolls, and other evidences of claims, demands, or charges against the Town government and to determine the regularity, legality, and correctness of such claims, demands or charges; to make monthly reports on all receipts and expenditures of the Town government to the Manager and to make monthly reports on funds, appropriations, allotments,