

place thereon all credits whether for money received, transfers, insolvencies, discounts or abatements; and it shall be the further duty of said Treasurer to enter alphabetically on a ledger the entire account of each taxpayer in one place so that the whole may be seen and easily examined; and it shall be the further duty of said Treasurer to keep the accounts as provided above in this Section in separate and distinct sets of books for each election district of Worcester County. It shall also be the duty of said Treasurer to keep a full and fair cash account, showing all sums of money received by him, so as to indicate the source whence the same was received, respectively, and showing all sums of money paid out by him either to the County Commissioners or to the Treasurer of the State of Maryland.

SEC. 9 *And be it enacted*, That all books, documents and papers pertaining to the County Treasurer's office shall be the property and records of Worcester County, and shall be kept in the County Commissioner's office and shall at all times be subject to the examination of the County Commissioners, the Grand Jury of Worcester County; and to any taxpayer or taxpayers of said County during business hours; and all said books, documents and papers, accounts, credits and deposits belonging to said Treasurer's office or in the custody of the said Treasurer shall be delivered up and transferred by him to his successor in office when such successor is duly elected and qualified.

SEC. 10. *And be it enacted*, That it shall be the duty of the Treasurer during the month of July after such annual levy to give notice thereof by advertisement, inserted once a week for four successive weeks in two newspapers published in Worcester County, and to prepare the tax bills of each taxpayer and forward the same by mail or deliver the same to the person or persons, or corporate institutions, or to the agent of person or persons, or corporate institution, to whom the property included in such bills as are assessed, so far as their residence, or postoffice address may be known or ascertained by said Treasurer on or before the fifteenth day of August next succeeding said levy and such advertisement, hand bills and tax bills shall also contain a clear statement relative to the discount to be allowed and the interest to be charged on all tax bills.

SEC. 11. *And be it enacted*, That the said Treasurer shall at least once in each week deposit in a National or State Bank in Worcester County, all taxes received or collected by him up to the date of such deposit, the portion due the State to be de-