

as is fixed in the Budget. The Director shall appoint a Chief of the Budget Bureau, a Chief of the Purchasing Bureau and such other employees and assistants as he may deem necessary, who shall receive such compensation as may be provided in the Budget; but the Chiefs of said Bureaus and all other employees and assistants shall be appointed in accordance with the provisions of Article 64A of the Annotated Code of Maryland.

*Budget Bureau.*

14. It shall be the duty of the Director of Budget and Procurement, hereinafter referred to as the Director, to continuously study and analyze the needs of the several departments, boards, commissions, bureaus, divisions, institutions and agencies of the State, and of all private associations, corporations or institutions which receive any funds appropriated by the State for any purpose whatsoever; and to continuously study and analyze the current progress of revenue receipts in relation to such needs.

15. The Director shall have the power to examine any officer or employee of the above mentioned departments, boards, commissions, bureaus, divisions, institutions or agencies of the State, or of any private association, corporation or institution receiving any funds appropriated by the State as to any and all information which may be desired, and to examine the books and records of all such agencies and institutions, if deemed necessary, to aid him in estimating the needs of such agencies or institutions.

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.

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