

county and to carry on the general policies, orders, and instructions of the Board of County Commissioners in the administration of the public local and other laws applying to the county.

(3) To recommend to the Board of County Commissioners, persons for appointment to the several offices and positions in the county government, subject to the provisions of the merit system, if any.

(4) To prescribe the forms and to supervise and direct the preparation of all county budgets, and to prepare material or messages explanatory of the annual budget.

(5) To examine regularly the books, papers, and records of each department and agency of the county government and to report to the Board of County Commissioners the condition in which he finds them. The County Commissioners shall make provision for an annual audit of the books and accounts of the county by the appointment of an independent auditor.

(6) To prepare and make public a comprehensive annual report to the Board of County Commissioners of the operations of the county government.

(7) To provide adequate property and liability insurance for the county and to help in arranging for surety bonds for the county officers and employees who are required to furnish bonds.

(8) To act as liaison officer in meetings of the several boards and agencies of the county government.

(9) To be responsible for the care and custody of all county buildings and of all real and personal property of the county.

(10) To supervise the financial administration of each office, department, board, commission, institution, or other agency of the county government; to study and investigate the organization and management and the bookkeeping and accounting procedures of these agencies; and to direct these agencies to adopt and follow such method of conducting their offices or of keeping books and accounts, or to make such reports, in such form as the Administrator deems advisable and prescribes.

(11) To establish and maintain current accounts of all appropriations, revenues, and disbursements made by the County Commissioners so as to show in detail the appropriations made to each account, the sources thereof, the amounts drawn thereon, the purpose for which such amounts were expended, and the unencumbered balance thereof, and to submit at each meeting of the County Commissioners a summary showing the amounts received, expended, and on hand in each account as of that date.

(12) To keep the Board of County Commissioners advised on the financial condition of the county and to make such recommendations as seem to him advisable; to remain continually available to advise the County Commissioners on all financial matters, including but not limited to investment of county moneys and purchase and issue of bonds; and to submit at least monthly to the County Commissioners a complete financial statement showing the assets, liabilities, and financial condition of the county.

(13) To control and supervise all county expenditures on the basis of authorized budget allotments and to report monthly thereon