

PRINCE GEORGE'S COUNTY

BOARDS AND COMMISSIONS ESTABLISHED BY STATE LAW, OR
THE COUNTY BOARD OF APPEALS.

SCHEDULE OF LEGISLATION

THE PURPOSE OF THIS SCHEDULE IS TO ALLOCATE THE FUNCTIONS AND DUTIES OF THE EXECUTIVE BRANCH AMONG AND WITHIN THE HEREIN ESTABLISHED SERVICE OFFICES AND OPERATING DEPARTMENTS OF THE COUNTY GOVERNMENT. THIS SCHEDULE TAKES EFFECT UNDER THE AUTHORITY OF ITS ADOPTION BY THE PEOPLE OF PRINCE GEORGE'S COUNTY TOGETHER WITH THE CHARTER TO WHICH IT IS ATTACHED. PROVISIONS CONTAINED IN THIS SCHEDULE SHALL BECOME EFFECTIVE ON JULY 1, 1971.

SECTION 1. OFFICE OF BUDGET AND PROGRAMMING. THERE SHALL BE AN OFFICE OF BUDGET AND PROGRAMMING HEADED BY THE DIRECTOR OF THE BUDGET. THE DIRECTOR OF THE BUDGET SHALL BE RESPONSIBLE FOR ASSISTING IN THE PREPARATION OF THE ANNUAL CURRENT EXPENSE AND CAPITAL BUDGETS OF THE COUNTY AND ADVISING UPON ANY REQUEST FOR COUNTY FUNDS AND UPON REVENUE NEEDS. HE SHALL REVIEW AND RECOMMEND UPON ALLOTMENT REQUESTS. HE SHALL STUDY BUDGET EXECUTION AND THE EFFICIENCY OF ORGANIZATION, METHODS, AND PROCEDURES AND PREPARE REPORTS THEREON. HE SHALL STUDY AND REPORT UPON MASTER PLANS, CAPITAL IMPROVEMENT PROGRAMS, AND ANY PLANNING AND ZONING MATTERS WHICH MAY BE REFERRED TO THE EXECUTIVE BRANCH. HE SHALL COORDINATE INTERGOVERNMENTAL RELATIONSHIPS ON BEHALF OF THE COUNTY.

SECTION 2. OFFICE OF FINANCE. THERE SHALL BE AN OFFICE OF FINANCE HEADED BY THE DIRECTOR OF FINANCE. THE DIRECTOR OF FINANCE SHALL BE RESPONSIBLE FOR KEEPING A SYSTEM OF ACCOUNTS; CONTROLLING APPROPRIATIONS AND ALLOTMENTS; PREPARING MONTHLY AND ANNUAL FINANCIAL STATEMENTS FOR THE COUNTY EXECUTIVE AND THE COUNCIL; AUDITING, PRIOR TO PAYMENT, ANY CLAIMS AGAINST THE COUNTY OF WHATEVER KIND; DEPOSITING, INVESTING AND HAVING CUSTODY OF ALL FUNDS; PRESCRIBING ACCOUNTING SYSTEMS; PREPARING FOR BOND SALES AND ADVISING ON DEBT MANAGEMENT; ADMINISTERING TAX SALES; AND COLLECTING AND BILLING FOR ALL REVENUES AND RECEIPTS DUE THE COUNTY.