

(2) KEEP WHATEVER BOOKS AS ARE REQUIRED BY THE COUNTY COMMISSIONERS IN WHICH AN ACCOUNT OF ALL MATTERS RELATING TO THE DUTIES OF HIS OFFICE ARE SHOWN;

(3) KEEP A CASH ACCOUNT SHOWING ALL SUMS OF MONEY RECEIVED BY HIM AND THEIR SOURCE AND ALL SUMS OF MONEY DISBURSED BY HIM AND THE PURPOSE FOR WHICH THEY WERE DISBURSED;

(4) PREPARE AT LEAST ONCE EVERY TWO MONTHS (OR MORE OFTEN IF SO REQUESTED) A REPORT FOR THE COMMISSIONERS WHICH SHALL BECOME PART OF THE RECORDS OF CALVERT COUNTY AND WHICH SHALL BE A STATEMENT AND ACCOUNT OF HIS RECEIPTS AND DISBURSEMENTS EITHER FROM HIS APPOINTMENT OR FROM HIS LAST REPORT, AS THE CASE MAY BE;

(5) EXHIBIT AND RETAIN AFTER CANCELLATION HIS VOUCHERS FOR HIS DISBURSEMENTS;

(6) PRESENT TO THE COMMISSIONERS AT THE END OF EACH FISCAL YEAR THE ANNUAL STATEMENT REQUIRED TO BE PUBLISHED BY SECTION 24 OF ARTICLE 25 OF THE ANNOTATED CODE OF MARYLAND (1957 EDITION, AS AMENDED).

(B) ALL BOOKS, ACCOUNTS AND PAPERS OF THE TREASURER'S OFFICE ARE THE PROPERTY AND RECORDS OF CALVERT COUNTY, AND AT ALL TIMES SUBJECT TO THE EXAMINATION OF THE COUNTY COMMISSIONERS.

(C) ALL BOOKS, DOCUMENTS, PAPERS, GOODS, CHATTELS, ACCOUNTS, CREDITS, MONEY AND DEPOSITS BELONGING TO THE TREASURER'S OFFICE OR IN HIS OFFICIAL CUSTODY SHALL BE TRANSFERRED BY HIM TO HIS SUCCESSOR, WHO SHALL GIVE HIM A RECEIPT FOR THEM.

(D) RETAIN, NOTWITHSTANDING THE ABOVE, TAX LEVIES PLACED IN HIS HANDS FOR COLLECTION OR SO MUCH OF THEM WHICH REMAIN UNCOLLECTED OR UNACCOUNTED FOR AND FOR WHICH HIS BOND IS RESPONSIBLE.

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(A) [It shall be the duty of the treasurer as] AS soon as the annual tax levy [shall have] HAS been made and placed in his hands [to], THE TREASURER SHALL prepare [the bill of] each [taxpayer,] TAXPAYER'S BILL and [to] mail [the same] IT to [such taxpayer] HIM at [his] THE address [as] shown on [the] A mailing list which the treasurer shall prepare for that purpose. [, containing] THE LIST SHALL CONTAIN the name and postoffice address of each taxpayer so far as ascertainable, and [which he] shall BE UPDATED [correct] from time to time [to keep it up to date].

(B) [It shall be the duty of the treasurer during] DURING the month of March succeeding each levy [to make out], THE TREASURER SHALL PREPARE IN DUPLICATE all tax bills which have not been paid [in duplicate form,] and [to] place