

(B) GENERAL DUTIES.

IN ADDITION TO ANY DUTIES SET FORTH ELSEWHERE, THE DIVISION OF FISCAL RESEARCH SHALL:

(1) PROVIDE TO THE GENERAL ASSEMBLY AND ITS COMMITTEES STAFF SERVICES ON FISCAL MATTERS;

(2) COLLECT, INDEX, AND PUBLISH COMPREHENSIVE INFORMATION ON THE TAXABLE BASIS, REVENUE YIELD, AND EXPENDITURES OF EACH MUNICIPAL CORPORATION, SPECIAL TAXING DISTRICT, AND COUNTY IN THE STATE;

(3) EXCHANGE, WITH FEDERAL AND STATE UNITS, INFORMATION ON TAXATION AND RELATED MATTERS;

(4) CONDUCT STUDIES ON THE FISCAL RELATIONSHIPS OF THE STATE WITH ITS UNITS AND WITH LOCAL GOVERNMENTS;

(5) CONDUCT STUDIES ON THE OPERATION, ADMINISTRATION, STAFF, AND PHYSICAL PLANTS OF EACH UNIT OF THE STATE GOVERNMENT; AND

(6) AS DIRECTED BY THE GENERAL ASSEMBLY, THE LEGISLATIVE POLICY COMMITTEE, OR THE JOINT BUDGET AND AUDIT COMMITTEE:

(I) SUBJECT TO § 2-1312 OF THIS TITLE, SUBMIT REPORTS ON THE STUDIES ON UNITS OF THE STATE GOVERNMENT; AND

(II) CONDUCT OTHER SPECIAL STUDIES AND DO OTHER SPECIAL REPORTS.

(C) FINANCIAL REPORTS OF POLITICAL SUBDIVISIONS.

(1) WHEN THE DIVISION OF FISCAL RESEARCH RECEIVES THE REPORT OF A POLITICAL SUBDIVISION UNDER ARTICLE 24, § 2-101 OF THE CODE, THE DIVISION SHALL EXAMINE THE REPORT.

(2) (I) IF THE DIVISION OF FISCAL RESEARCH FINDS THAT THE REPORT IS INCOMPLETE OR OTHERWISE INADEQUATE, THE DIVISION SHALL SEND TO THE FINANCIAL OFFICER OF THE POLITICAL SUBDIVISION NOTICE OF EACH ITEM THAT IS INADEQUATE. THE DIVISION SHALL SEND THE NOTICE BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, UNDER A POSTMARK OF THE UNITED STATES POSTAL SERVICE.

(II) WITHIN 10 DAYS AFTER THE FINANCIAL OFFICER RECEIVES NOTICE UNDER THIS PARAGRAPH, THE FINANCIAL OFFICER SHALL SUBMIT AN ADEQUATE REPORT.

(3) WHEN THE DIVISION OF FISCAL RESEARCH IS SATISFIED THAT A REPORT MEETS THE REQUIREMENTS OF ARTICLE 24, § 2-101 OF THE CODE, THE DIVISION SHALL: