

[He] THE COUNTY ADMINISTRATOR shall endorse, file, number and index all papers presented to [said] THE Board and acted upon by the same and so arrange, keep and preserve them that, by reference to [such] THE index and number, [such] THE papers may [at any and all times] be readily found. [He] THE COUNTY ADMINISTRATOR shall keep all necessary, suitable and appropriate books of accounts and therein enter in a clear, accurate and businesslike manner all the financial transactions of the county and particularly showing, [from day to day and] at all times, the amount of county [moneys] MONEY, securities and property in the hands of the County Treasurer or any other fiduciary officer of the county[;], the amount of taxes placed in the hands of the Treasurer [and] BUT not accounted for [by him;], the amount of each [and every] appropriation made by the Board, in the form of a separate account for each appropriation[;], and of each [and every] warrant drawn by the Board [thereon] ON EACH ACCOUNT, with the name of the person to whom [such] THE warrant was drawn, the number, date and amount [thereof] OF THE WARRANT, and [also of] its payment by the Treasurer or any other financial agent of the county on whom drawn as soon as [such] THE payment shall have been reported [unto] TO the Board[, and he]. THE COUNTY ADMINISTRATOR shall [in all respects so keep such] MAINTAIN THE books SO that on any day the financial condition of the county and the status of any appropriation may be exactly and truly known immediately [upon] ON examination of [such] THE books and of the several accounts therein. [He] THE COUNTY ADMINISTRATOR shall also keep a warrant book of Dorchester County, from which [he] THE COUNTY ADMINISTRATOR shall make out every warrant which shall authorize the Treasurer of the county or any other financial agent of the county to pay out to any person or corporation [whatsoever] any sum of money [, which]. THE warrant book, besides the warrant to be removed therefrom after execution [thereof] by the President of the [Board of] County Commissioners and by [such officer as Clerk of the County Commissioners] THE COUNTY ADMINISTRATOR, shall contain a corresponding duplicate or stub on which, at the time of the filling [up of said] OUT THE warrant and before its removal from the book, [he] THE COUNTY ADMINISTRATOR shall make full entry of the number, date and the amount of [such] THE warrant[;], the name of the person to whom issued[;], upon whom drawn[;], the appropriation against which drawn[;], and reference to the page of the Journal of the Board wherein is the entry of order for [such] THE warrant[, and no]. NO warrant shall at any time be issued, except after all the aforesaid shall have been done.

C. Office hours; bond; certification of Treasurer's reports. [He] THE COUNTY ADMINISTRATOR shall [further] keep and carefully preserve all books and papers in the office of [said] THE County Commissioners and shall on any secular day on which county offices are normally open for business, AND not a legal holiday, between the hours of 9:00 a.m. and 4:00 p.m., at the request of any citizen or [taxpayer] TAXPAYER of [said county] DORCHESTER COUNTY, exhibit the same to [such] THE person without charge. [He] THE COUNTY ADMINISTRATOR shall give bond in the penalty of [five hundred thousand dollars (\$500,000.)] \$500,000 for the faithful performance of [his] duties OF THE OFFICE [,.]. THE BOND IS to be secured by a bonding company, AND the premium on [said] THE bond IS to be paid by the County Commissioners and THE BOND IS to be approved by [said] THE COUNTY Commissioners[, and he]. THE COUNTY ADMINISTRATOR shall qualify under the State Constitution. [He] THE COUNTY