

2-1214. SAME - LEGISLATIVE ACCOUNTING FUNCTIONS.

(A) (1) THE OFFICE SHALL RECEIVE AND ANALYZE REQUESTS FROM MEMBERS OF THE GENERAL ASSEMBLY FOR REIMBURSEMENT AND FROM OTHER PERSONS FOR PAYMENT OF LEGISLATIVE EXPENSES, INCLUDING:

- (I) OFFICE RENT;
- (II) SECRETARIAL AND OTHER SERVICES;
- (III) TELEPHONE AND OTHER COMMUNICATION EXPENSES;
- (IV) EQUIPMENT;
- (V) SUPPLIES; AND
- (VI) TRAVEL.

(2) THE OFFICE SHALL PROVIDE THE REIMBURSEMENT OR MAKE PAYMENTS AS PROVIDED IN THE STATE BUDGET AND ACCOUNT FOR THE REIMBURSEMENTS AND PAYMENTS.

(3) THE OFFICE SHALL MAKE PAYMENTS AND REIMBURSEMENTS CONSISTENT WITH THE POLICIES OF THE PRESIDENT AND THE SPEAKER, THE MANAGEMENT SUBCOMMITTEE, AND THE LEGISLATIVE POLICY COMMITTEE.

(B) (1) THE PRESIDENT AND THE SPEAKER MAY AUTHORIZE THE OFFICE TO CREATE ACCOUNTS FOR REVENUES RECEIVED FROM PAYMENT OF FEES OR CHARGES AND TO UTILIZE THE FUNDS TO PROVIDE SERVICES TO INDIVIDUALS, ORGANIZATIONS, OR OTHER UNITS OF STATE OR LOCAL GOVERNMENTS.

(2) FUNDS IN THE ACCOUNTS MAY ONLY BE EXPENDED IN ACCORDANCE WITH THE BUDGET OR BY BUDGET AMENDMENT.

(3) ON DIRECTIVE BY THE PRESIDENT AND THE SPEAKER, UNEXPENDED REVENUES IN THE ACCOUNTS MAY REVERT TO THE STATE OR MAY BE RETAINED FOR EXPENDITURE IN A SUBSEQUENT BUDGET.

(4) THE COMPTROLLER'S OFFICE SHALL BE NOTIFIED OF ACCOUNTS CREATED IN ACCORDANCE WITH THIS SECTION.

2-1215. SAME - PERSONNEL FUNCTIONS.

(A) THE OFFICE SHALL MANAGE ALL PERSONNEL ACTIVITIES OF THE DEPARTMENT AND GENERALLY CARRY OUT THE DUTIES SET FORTH IN § 2-1205 OF THIS SUBTITLE.

(B) THE OFFICE SHALL MANAGE THE PERSONNEL ACTIVITIES OF THE GENERAL ASSEMBLY AS ASSIGNED BY THE PRESIDENT AND THE SPEAKER.