



# **THE MICHIGAN ASSEMBLY TREASURY AND BANKING GUIDELINES**

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## Definitions

References to Anna Von Reitz articles are typically shown as "AVR#[document number]". Hyperlinks generally go to "[AnnaVonReitz.com](http://AnnaVonReitz.com)".

The following words, terms, and phrases are used in this document.

**Carriage accounting**—Simple "in and out accounting". Like keeping your checkbook balanced.

Carriage accounting means keeping an open and truthful record of the costs, duties, and responsibilities that arise when moving goods or people, and settling who is answerable if there is loss, harm, or misuse along the way. This is unlike corporate accounting which involves taxes, interest, and usury.

**AVR# 2924.** We use carriage accounting, not "double accrual" accounting.

**AVR# 3172.** Safe, honest banking, carriage accounting, no usury, no blind escrows, no open assignments, no funny business at all, cash-value assets only, lawful money only, deals directly with your Lawful Person, no bail-outs, no bail-ins, no secret handshakes, no interference with lawful transactions and transfers, no black robed hustlers enforcing "private" law.

**AVR# 2415.** And now all that is required is a return to a normal course of business, with normal public elections to public offices, and normal loans based on actual assets, and normal carriage accounting, instead of "double accrual accounting", and normal control of the U.S.

**chose**—property. This is a French word, signifying thing. In law, it is applied to personal property; as choses in possession, are such personal things of which one has possession; choses in action, are such as the owner has not the possession, but merely a right of action for their possession. 2 Bl. Com. 889, 397; 1 Chit. Pract. 99; 1 Supp. To Ves. Jr. 26, 59. Chitty defines choses in actions to be rights to receive or recover a debt, or money, or damages for breach of contract, or for a tort connected with contract, but which cannot be enforced without action, and therefore

termed choses, or things in action. Com. Dig. Biens; Harr. Dig. Chose in Action Chitty's Eq. Dig. b. t. Vide 1 Ch. Pr. 140.

**man\* (men\*)**—a living man, or a living woman (plural).

**Mobile payment services**—contracted service for purchasing goods and services and transferring money using mobile devices.

**negotiable**—That which is capable of being transferred by assignment; a thing, the title to which may be transferred by a sale and indorsement or delivery. 2. A chose[property] in action was not assignable at common law, and therefore contracts or agreements could not be negotiated. But exceptions have been allowed to this rule in relation to simple contracts, and others have been introduced by legislative acts. So that, now, bills of exchange, promissory notes, bills of lading, bank notes, payable to order, or to bearer, and, in some states, bonds and other specialties, may be transferred by assignment, indorsement, or by delivery, when the instrument is payable to bearer. (Bouvier)

**negotiable instrument**—a transferable instrument (as a note, check, or draft) containing an unconditional promise or order to pay to a holder or to the order of a holder upon issue, possession, demand, or at a specified time

**people\***—living men and living women.

**People\***—people who are State Citizens.

**person\* (persons\*)**—a living man or a living woman acting in Lawful or Legal capacities (plural).

**procure**—verb -To get; to gain; to obtain; as by request, loan, effort, labor or purchase. (Webster's Dictionary 1828) – not in Bouvier (“procuration” is)

**procurement** - *noun* The act of procuring or obtaining; obtainment. (Webster's Dictionary 1828)

**Promissory Note** - A written promise to pay a certain sum of money, at a future time, unconditionally. In its form it usually contains a promise to pay, at a time therein expressed, a sum of money to a certain person

therein named, or to his order, for value received. It is dated and signed by the maker. It is never under seal. (Bouvier www.1215.org)

**Prudent Man Standard\***—Managing the affairs and investing the assets of someone else with the skill and care a person of ordinary prudence and intelligence would use in managing his or her own affairs and investments. Honest fiduciaries and trustees follow this standard when they are given discretion to do their work.

**Signatory** - A General Assembly member in good standing that has been elected by the General Assembly for the position and vetted by the Vetting Committee. This man or woman is authorized to obligate the General Assembly with their autograph.

**State Citizen\*, American State Citizen\*, ASC\*, Michigan State Citizen\*, or MSC\***—those State Nationals\* who additionally choose to serve the State Government in some capacity such as Jurors, Militia Members, elected officials, or hired officers, are State Citizens\*. These are “We The People\*,” the only ones with “standing” who can enforce the Constitutions to protect all ASNs.

**State National\*, American State National\*, or ASN\***—a man or woman who was born within the physical geographical borders of a State, was born to an American parent, entered the country legally and either went through the formal Naturalization Process to become a U.S. Citizen or lived appropriately on a Green Card for seven years, and has corrected their Political Status, is an ASN. (See [Coordinator's Handbook](#), Chapter 2 — Eligibility.) That woman or man has no particular duty to serve the State, other than to obey the Public Law and keep the peace.

**subcontractors\***—employees of the government services providers who should be providing Good Faith Service under the Constitutions.

**woman\* (women\*)**—a living woman (plural)

## **2. Purpose of This Document**

Decisions made by the State General Assembly about how it conducts business are recorded in this document. It is intended to guide financial decisions and ensure fiscal responsibility within The Michigan Assembly. It is the responsibility of all Committee Chairs, members and elected officials to familiarize themselves with and adhere to these procedures and guidelines.

This is a State General Assembly (GA) document.

It is the will of the GA.

When the GA votes explicitly about specific points in this document, the date of the meeting minutes recording that vote are noted.

The General Assembly has complete authority over the content of this document and they may change it at any time.

If there are any discrepancies between this committee document and any other committee documents like this one, or any General Assembly document, the General Assembly shall determine which is correct and make any necessary clarifications or adjustments.

Counties may wish to utilize this document as a guide for setting up their own practices and documentation.

The Treasury Committee (TC) and any sub-committee functions, training, and overall oversight are the responsibility of the General Assembly Treasurer.

### **3. Establishment of the Treasury Committee**

The Treasury Committee shall be comprised of a minimum number of three (3) and no more than seven (7) General Assembly members in good standing.

The Treasurer is the Committee Chair.

Account signatories will be elected and vetted by The Michigan Assembly. Account signatories are required to be on the Committee, with a minimum of three (3), with the balance of members, if needed, to be elected by the General Assembly.

The Procurement Committee is a sub-committee of the Treasury Committee.

## **4. Accounts Management**

The Treasury Committee has the responsibility of managing and oversight of all General Assembly Accounts.

### **4.1 Minimum Balance**

The Treasury Committee will maintain, in aggregate (total), a minimum balance of 500 FRNs in Banks, Credit Unions, and Mobile Payment Services (i.e. CashApp).

### **4.2 Signatory Requirements for Transactions**

- **4.2.1. Promissory Note**: To issue any form of Promissory Note, a minimum of two autographs by two signatories is required and a copy of the Promissory Note will be retained.
- **4.2.2. Electronic Authorization**: Any electronic authorization for accounts, i.e. credit/debit cards, for budget approved items, by the Committee Chair, must be acknowledged in writing by a signatory. A hard copy of the confirmation will be recorded and retained.

### **4.3 Invoice Payment**

Invoices should be paid promptly in accordance with agreed payment terms. Invoices which list a favorable discount term will be paid according to the terms of the contract.

## **5. Budget and Purchase Guidelines of The Michigan Assembly**

All expenditures of The Michigan Assembly and its Agents must adhere to The Prudent Man Standard\* using principles of carriage accounting.

### **5.1 Introduction**

These guidelines outline the management of expenses and purchases within The Michigan Assembly, hereafter referred to as "The Assembly." These guidelines are designed to ensure responsible financial management, maintain transparency, and promote efficiency in procurement and budgetary processes.

### **5.2 Budget Management**

#### **5.2.1. Budget Creation**

The Treasury Committee shall create an annual budget for The Assembly that includes budget funding, large expenditure plans, and every day spending.

##### **5.2.1.1. Budget Funding**

Funding for General Assembly Committees currently will exist from donations. Eventually funding (credit) will be received from Trusts to fund General Assembly Committees.

[Government is not a profit center - doesn't make/create money]

##### **5.2.1.2. Large Expenditure Plan**

Funding for large expenditures (i.e. brick and mortar buildings) will need to be generated from a joint proposal sponsored by the appropriate committees and the Procurement Committee. This joint proposal will need to be approved by the General Assembly.

##### **5.2.1.3 Every day Spending**

Committee budgets: Each Committee Chair is responsible for developing an annual budget and presenting it to the Treasury Committee for review. Committee Chairs or their authorized member will present this budget to the GA for approval.

(Authorized member to be recognized by a majority vote of the committee.) The name of this member needs to be submitted to the Treasury Committee for verification purposes.

### **5.2.2. Budget Review**

Regular Reviews: The Treasury Committee/Treasurer shall conduct periodic budget reviews to track actual expenditures against the budget and make necessary adjustments.

Variance Analysis: Significant budget variances shall be analyzed and addressed promptly.

## **5.3 Expense Reporting and Reimbursement**

### **5.3.1. Expense Tracking**

Expense Reports: Committee Chairs or authorized members are required to submit expense reports and must use the Assembly's designated form. **Expense**

**Request/Reimbursement Form** (TBD – accessible on the website)

Receipts: Receipts for all expenses must be attached to expense reports.

### **5.3.2. Approval and Reimbursement**

Only designated members within the Assembly, typically Committee Chairs, are authorized to approve necessary expenses. An example would be operating supplies or mileage.

The authorized request/reimbursement form is forwarded to or sent to the Treasury Committee for reimbursement.

Reimbursement: Approved expenses shall be reimbursed to the purchasing agent within 60 days.

### **5.3.3. Budget Compliance**

All expenses must stay within the approved budget limits. Committees have the latitude to change approved budget items, provided they are reasonable changes “in kind”. Follow the Prudent Man standard. *Example:* IT/Communications doesn’t need an approved plug-in but they’d like to buy another hard drive. Changes over \$1000.00 must be approved by the appropriate Committee, the Treasury Committee and The Michigan General Assembly.

#### **5.3.4. Expenses Outside of Approved Committee Budgets**

All other expenses outside normal operating expenses will need to be submitted and approved by the respective committees, then submitted to the Treasury Committee for review and approval before being brought before The Michigan General Assembly for final approval.

It is recommended when committees prepare their annual budgets that they build in a 10% allowance for unforeseen expenses. This would help alleviate the need to present to the GA a proposal for items not included in their budgets.

#### **5.3.5 Urgent Expense Approval**

Exceptional and unforeseen expenses can be brought before The Michigan General Assembly directly without going through the committees in the case of urgency.

Expense Justification: Expenses must be justified and aligned with committee or project objectives.

## **6. Establishment of the Procurement Committee**

This committee is a sub-committee of the Treasury Committee.

The Committee Chair is elected by the Treasury Committee.

A minimum of three (3) and preferably an odd number selected by the General Assembly.

### **6.1 Introduction**

These guidelines outline the management of expenses and purchases within The Michigan Assembly, hereafter referred to as "The Assembly." These guidelines are designed to ensure responsible financial management, maintain transparency, and promote efficiency in procurement and budgetary processes.

## **6.2 Purchase Procedures**

### **6.2.1. Purchase Authorization**

Authorization Levels: The Assembly defines authorization levels for purchase requests based on the estimated cost of the purchase.

Approval Chain: All purchase requests must follow a defined approval chain before procurement can proceed.

### **6.2.2. Vendor Selection**

Competitive Bidding: Whenever possible, The Assembly shall solicit a minimum of two (2), no more than three (3), competitive bids for significant purchases.

### **6.2.3. Purchase Requisitions**

Purchase Procedures: After approval of the Annual Budget, Committees will request items using the **Expense Request/Requisition form (TBD – accessible on the website)** provided by the Treasury, and approved by the Committee Chair or authorized member.

Details Required: Purchase requisitions must include a detailed description of the items or services to be purchased, estimated costs, and the business need.

#### **6.2.4. Purchase Orders / On-Line Purchases**

##### **6.2.4.1 Purchase Orders**

Issuance: A Purchase Order form shall be obtained for approved purchase requisitions from established vendor accounts. The Procurement Committee will establish those vendor accounts.

Binding Agreement: The Purchase Order serves as a binding agreement with the vendor and includes terms and conditions, delivery schedules, payment terms, and the Committee responsible for the requested item.

##### **6.2.4.2 On-line Purchases**

The authorized man/woman making the on-line purchase is responsible for a printed paper receipt. That receipt will be included with the Committee requisition form for record keeping.

##### **6.2.4.3 Purchase Order Processing and On-line Purchase Receipts**

The Purchase Order and On-line purchase receipt with the corresponding requisition form must be submitted to the Procurement Committee for retention and verification.

#### **6.2.5. Receiving and Inspection**

Receipt Confirmation: The Procurement Committee must confirm the receipt of goods or services as per the Purchase Order. Any variations should be immediately addressed.

Quality Inspection: Goods received must undergo a quality inspection to ensure they meet the specified standards.

Recording and tracking of equipment and assets should be maintained by the Procurement Committee.

When a proposal is approved by the GA, recording and tracking of assets will be tracked by the sponsoring committee that submits and presents the proposal. This may involve coordinating work by other committees, outside vendors and government services subcontractors. The MAA will have the ability to audit this tracking via the Procurement Department records.

#### **6.2.6. Invoice Processing by the Treasury Committee**

Match and Verify: Invoices must be matched with the corresponding Purchase Order and receiving documents (packing list) to ensure accuracy. The Procurement Committee will forward invoices to the Treasury Committee for payment.

## 7. Version History

NOT APPROVED