

Independent Accountant's Report on Applying Agreed-upon Procedures

To the Board Members
Oakland County Art Institute Authority

We have performed the procedures enumerated below, which were agreed to by the board members of the Oakland County Art Institute Authority, solely to assist you in determining if the Detroit Institute of Arts, Inc. (the "DIA") has complied with certain program requirements included in Section 2.4 "Privileges to Oakland County Residents" of the Art Institute Service Agreement between the Oakland County Art Institute Authority and the Detroit Institute of Arts, Inc. for the period ended December 31, 2014. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

Our procedures and the associated findings are reported below, in three sections:

- Section 2.4.2-Student Curriculum Development;
- Section 2.4.4-Senior Programs; and
- Section 2.4.5-Community Collaborations.

Section 2.4.2 - Student Curriculum Development:

The contractual language reads as follows: "The DIA will provide transportation subsidies to Oakland Schools during the 2013-2014 academic year and shall extend transportation subsidies to the curriculum based grade program participants throughout the entire term during which the millage is levied. Based on past attendance levels and DIA capacity, the DIA is proposing an annual transportation set-aside of at least \$150,000. That amount will ensure free admission and transportation to more than 16,000 students and teachers and approximately 535 classrooms."

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According to the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA, total spending on school programs was as follows:

Category	Value
Transportation	\$ 96,866.66
Admission (January-September)	\$ 72,044.00
Staff time - Group reservations, school relations coordinator and gallery teachers	\$ 64,822.83
Total school program spending	\$ 233,733.49
Service agreement	\$ 150,000.00
Variance	\$ 83,733.49

The procedures and the associated findings are as follows:

1) Transportation

- a) We obtained the DIA general ledger detail for the Oakland County transportation expense account for the period January 1, 2014 through December 31, 2014 and compared the amount to the transportation expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. No exceptions were identified in comparing the amount per the DIA general ledger to the preliminary 2014 Oakland County Art Institute Authority report.
- b) We agreed the amounts recorded in the general ledger to the related invoice or other supporting documentation for a sample of transactions, as identified in Exhibit I. The sample of 25 transactions was judgmentally selected and we reviewed the supporting documentation to ensure the expense was valid and classified in the proper expense account. No exceptions were identified in the testing of the sample of transactions accounted for in the Oakland County transportation expense account.

2) Admission

- a) We compared the number of students that participated in the free transportation program for the period January 1, 2014 through September 30, 2014 reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA to data maintained in the DIA's group reservation system. We noted that the admission expense reported in the preliminary Oakland County Art Institute Authority report is calculated based on the total number of students reserved for field trips to the DIA. We obtained data from the DIA's group reservation system and noted that the total number of students reserved for field trips to the DIA was 18,011. No exceptions were identified in comparing the number of students reserved for field trips to the DIA per the DIA's group reservation system to the preliminary 2014 Oakland County Art Institute Authority report.

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- b) We recalculated the admission expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA by multiplying the number of students reserved for the free transportation program by the \$4 per student cost utilized by the DIA. The DIA charged admission from January 1, 2014 through September 30, 2014. The amount of \$72,044 was recalculated by multiplying 18,011 students from January 1, 2014 to September 30, 2014, by the \$4 per student costs utilized by the DIA. No exceptions were identified. The DIA eliminated the admission expense commenced October 1, 2014 and replaced it with the cost of gallery teachers, which is calculated in Step 3 below.
- c) We obtained documentation that supports the \$4 per student fee the DIA charged prior to the millage being levied. We reviewed the pricing structure maintained on the DIA's website and noted an admission charge of \$4 for youths aged 6-17, except for residents of Oakland, Wayne, and Macomb Counties, for which admission is free.

3) Staff Time

- a) We obtained the DIA general ledger detail for staff time - group reservations, learning and interpretation, and gallery teachers expense accounts for the period January 1, 2014 through December 31, 2014 and compared the amount to the expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. No exceptions were identified in comparing the amount per the DIA general ledger to the preliminary 2014 Oakland County Art Institute Authority report.
- b) We agreed the amounts reported in the general ledger for total staff time expenses to summary payroll data maintained by the DIA. No exceptions were identified.
- c) We recalculated the expense allocation to Oakland County by reviewing data maintained in the DIA's group reservation system and internal departmental reports.
 - i) In the learning and interpretation department, there is a school relations coordinator position whose wages and fringes are partially allocated to Oakland, Wayne, and Macomb Counties under the student curriculum development section of the service agreements with the Art Institute Authority. The wages and fringes of the learning and interpretation department are allocated to the counties based on the percentage of tri-county school reservations compared to total school reservations in the DIA's group reservation system. For the period ended December 31, 2014, 100 percent, or \$15,352, of the learning and interpretation department's wages and fringes expenses associated with the school relations coordinator position was allocated to Oakland, Wayne, and Macomb counties. The allocation to Oakland County is based on the percentage of Oakland County school reservations compared to the total tri-county school reservations. For the period ended December 31, 2014, 28 percent, or \$4,332, of the learning and interpretation school relations coordinator position's wages and fringes expenses was allocated to Oakland County. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA's methodology described above.

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- ii) Beginning October 1, 2014, the DIA eliminated the per student admission expense and replaced it with the cost of gallery teachers. There are 10 gallery teachers whose wages and fringes are partially allocated to Oakland, Wayne, and Macomb Counties under the student curriculum development section of the service agreement with the Art Institute Authority. The wages and fringe benefit expenses were reduced by wages and fringe benefit expenses associated with the DIA Away program. Gallery teachers' wages and fringe benefits are allocated to Oakland, Wayne, and Macomb Counties based on the number of students that participated in field trips to the DIA in the fourth quarter of 2014. For the period ended December 31, 2014, or \$55,657, of the gallery teachers' department's wages and fringes expenses were allocated to Oakland, Wayne, and Macomb Counties. Of the \$55,657, 28 percent, or \$15,695, was allocated to Oakland County. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA's allocation methodology.
- iii) In the group reservations department, there are two positions, the director of group reservations and the group reservations supervisor, whose wages and fringes are partially allocated to Oakland, Wayne, and Macomb Counties under the student curriculum development section of the service agreement with the Art Institute Authority. The wages and fringes of the group reservations department are allocated to the counties under the student curriculum development section of the service agreement with the Art Institute Authority based on the percentage of tri-county school reservations compared to total reservations in the DIA's group reservation system. For the period ended December 31, 2014, 68 percent, or \$158,742, of the group reservations department's wages and fringes expenses were allocated to Oakland, Wayne, and Macomb Counties under the student curriculum development section of the service agreement with the Oakland County Art Institute Authority. The allocation to Oakland County is based on the percentage of Oakland County school reservations compared to the total tri-county school reservations. For the period ended December 31, 2014, approximately 28 percent of the \$158,742, or \$44,796, of the group reservations department's wages and fringes expenses allocated to Oakland, Wayne, and Macomb Counties was allocated to Oakland County. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA's methodology described above.

Section 2.4.4 - Senior Programs:

The contractual language reads as follows: "The DIA shall initiate a subsidized tour program for Oakland County seniors. Based on past attendance, the museum will initially set aside \$100,000 annually for a subsidized senior program. This will fund 60 senior tours including transportation, a 30-minute lecture by a museum volunteer or staff member, and access to the galleries."

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According to the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA, total spending on senior programs was as follows:

Category	Value
Come Wonder Around (CWA) Millage Program, marketing, expos	\$ 68,444.18
Behind the Seen in-kind value	\$ 21,100.00
Staff time - Community relations, group reservations	\$ 15,441.26
Total senior program spending	\$ 104,985.44
Service agreement	\$ 100,000.00
2013 Carryover*	\$ 0.00
Variance	\$ 4,985.44

* The DIA revised the treatment of certain expenditures in August 2014 and applied the revised treatment retroactively to 2013. Therefore, the 2013 carryover amount does not agree to the original 2013 balance.

The procedures and the associated findings are as follows:

I) Come Wonder Around Program

- a) We obtained the DIA general ledger detail for the Oakland County expenses related to the Come Wonder Around Program for the period January 1, 2014 through December 31, 2014 and compared the amount to the program expenses reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. We noted that the program expenses consisted of transportation, hospitality, marketing, and advertising. No exceptions were identified in comparing the amount per the DIA general ledger to the preliminary 2014 Oakland County Art Institute Authority report.
- b) We agreed the amounts recorded in the general ledger to the related invoice or other supporting documentation for a sample of transactions, as identified in Exhibit II. The sample of 25 transactions was judgmentally selected and we reviewed the supporting documentation to ensure the expense was valid and classified in the proper expense account. There were no exceptions identified in the testing of the sample of transactions accounted for in the Oakland County expense accounts.

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- c) We recalculated the guided gallery tour expense, included in the \$68,444.18 in the table above, and reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. We obtained data from the DIA's group reservation system and internal departmental reports and noted that the total number of seniors reserved for Come Wonder Around trips to the DIA was 1,143. No exceptions were identified in comparing the number of seniors reserved for Come Wonder Around trips to the DIA per the DIA's group reservation system to the preliminary 2014 Oakland County Art Institute Authority report.
 - d) We recalculated the guided gallery tour expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA by multiplying the number of seniors reserved for Come Wonder Around trips by the \$5 per senior fee utilized by the DIA. Of the \$68,444.18, \$5,715 was recalculated by multiplying 1,143 seniors by the \$5 per senior fee utilized by the DIA. No exceptions were identified.
 - i) We obtained documentation that supports the \$5 per person guided gallery tour fee the DIA charged prior to the millage being levied. We reviewed the pricing structure maintained on the DIA's website and noted a guided gallery tour charge of \$5 per person.
- 2) Behind the Seen - In-kind Value
- a) We compared the number of talks provided through the *Behind the Seen* program for the period January 1, 2014 through December 31, 2014 reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA to data maintained in the learning and interpretation department reports. We noted that Behind the Seen (formerly Speaker's Bureau) volunteers conducted 71 talks at various locations, including libraries, senior centers, and community centers.
 - b) We recalculated the expense related to the talks provided through the *Behind the Seen* program, reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. We noted the DIA assumed an in-kind value of \$100 for each talk. The DIA's website states that the fee for each talk is \$150. For Oakland, Wayne, and Macomb Counties, the talks are free but a donation of \$50 is suggested. The \$100 value is the difference between the standard fee and the suggested donation. As noted in 2a above, *Behind the Seen* volunteers conducted 71 talks at various locations. We recalculated the amount reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA by multiplying the number of talks by the \$100 value utilized by the DIA. We noted that two talks were held at the Farmington Art Foundation and were valued at \$150, but donations of \$125 were received at each talk. Also, we noted that another talk was held at the Jewish Community Center and was valued at \$200, and donations of \$200 were received. Of the \$21,100 in the table above, \$6,850 was calculated by multiplying 68 talks by the \$100 per talk value, plus \$50 for the total value of the two Farmington Art Foundation talks. No value was placed on the talk given at the Jewish Community Center since the donations covered the entire value placed on the talk. No exceptions were identified.

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- c) We noted that included in the \$21,100 in the table above are expenses related to classes provided through the Society of Active Retirees (SOAR) program. We recalculated the expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. We noted the DIA assumed an in-kind value of \$750 for each class. We noted that the DIA conducted 9 classes at various locations. We recalculated the amount reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA by multiplying the number of classes by the \$750 value utilized by the DIA, noting that one class was valued at \$1,250 due to it being led by Nii Quarcoopome, co-chief curator of the DIA. Of the \$21,100, \$7,250 was recalculated by multiplying 8 classes by the \$750 value per class, plus \$1,250 for the class taught by Nii Quarcoopome. No exceptions were identified.
- d) We also noted that included in the \$21,100 in the table above are expenses related to room rentals for lectures provided through the Society of Active Retirees (SOAR) program. We recalculated the expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. We noted the DIA assumed an in-kind value of \$1,000 for each rental. We obtained documentation that supports the \$1,000 per lecture hall rental for not-for-profit organizations. We noted that the DIA conducted seven lectures. We recalculated the amount of \$7,000 reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA by multiplying the number of classes by the \$1,000 value utilized by the DIA. No exceptions were identified

3) Staff Time

- a) We obtained the DIA general ledger detail for the staff time - community relations and group reservations expense accounts for the period January 1, 2014 through December 31, 2014 and compared the amount to the expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. No exceptions were identified in comparing the amount per the DIA general ledger to the preliminary 2014 Oakland County Art Institute Authority report.
- b) We agreed the amounts reported in the general ledger for total staff time expenses to summary payroll data maintained by the DIA. No exceptions were identified.

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- c) We recalculated the expense allocation to Oakland County by reviewing data maintained in the DIA's group reservation system.
 - i) In the community relations department, there are two positions, the director of community relations and the community relations coordinator, whose wages and fringes are partially allocated to Oakland, Wayne, and Macomb Counties under the senior programs section of the service agreement with the Art Institute Authority. The wages and fringes of the community relations department are allocated to the counties at a rate of approximately 13 percent of the full department cost under the senior programs section of the service agreement with the Art Institute Authority. The director of community relations' time is allocated 10 percent to senior programs and 90 percent to community collaborations. The community relations coordinator's time is allocated 40 percent to senior programs and 60 percent to community collaborations. The allocations are determined by the DIA based on the estimated usage of time in each function (senior programs vs. community collaborations) for each individual. The wages and fringes are then divided evenly among the three counties. For the period ended December 31, 2014, approximately 13 percent, or \$22,098, of the community relations department's wages and fringes expenses was allocated to Oakland, Wayne, and Macomb Counties under the senior programs section of the service agreement with the Art Institute Authority. For the period ended December 31, 2014, \$7,365 of the community relations department's wages and fringes expenses was allocated to Oakland County. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA's methodology described above.
 - ii) In the group reservations department, there are two positions, the director of group reservations and the group reservations supervisor, whose wages and fringes are partially allocated to Oakland, Wayne, and Macomb Counties under the senior programs section of the service agreement with the Art Institute Authority. The wages and fringes of the group reservations department are allocated to the counties based on the percentage of tri-county senior trip reservations compared to total trip reservations in the DIA's group reservation system. For the period ended December 31, 2014, approximately 9 percent, or \$20,315, of the group reservation department's wages and fringes expenses was allocated to Oakland, Wayne, and Macomb Counties under the senior programs section of the service agreement with the Art Institute Authority. The allocation to Oakland County is based on the percentage of Oakland County senior trip reservations compared to the total tri-county senior trip reservations. For the period ended December 31, 2014, 40 percent of the \$20,315, or \$8,076, of the total group reservation department's wages and fringes expenses allocated to Oakland, Wayne, and Macomb Counties was allocated to Oakland County. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA's methodology above.

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Section 2.4.5 - Community Collaborations:

The contractual language reads as follows: “The DIA will set aside at least \$300,000 annually to support community partnership projects that assist in bringing DIA programming to communities where there is a demonstrated commitment to increasing local arts programs. These collaborations will be developed cooperatively between the DIA and local organizations to respect and sustain the mission of the local organization and preserve the local character of each program.”

According to the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA, total spending on community programs was as follows:

Category	Value
Inside/Out, community trips, DIA Away	\$ 315,213.63
Curator talks, consulting, donations (in kind)	\$ 11,123.95
Staff time - Community relations, group reservations, public programs	\$ 72,115.33
Total investment	\$ 398,452.91
Service agreement	\$ 300,000.00
2013 shortfall *	\$ 154,485.58
2014 goal	\$ 454,485.58
Variance	\$ (56,032.67)

* The DIA revised the treatment of certain expenditures in August 2014 and applied the revised treatment retroactively to 2013. Therefore, the 2013 carryover amount does not agree to the original 2013 balance.

The procedures and the associated findings are as follows:

I) Inside/Out, Community Trips, DIA Away

- a) We obtained the DIA general ledger detail for the Oakland County expenses related to community programs, including Inside/Out, DIA Away, and other community group programs, for the period January 1, 2014 through December 31, 2014 and compared the amount to the expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. No exceptions were identified in comparing the amount per the DIA general ledger to the preliminary 2014 Oakland County Art Institute Authority report.

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- b) We agreed the amounts recorded in the general ledger to the related invoice or other supporting documentation for a sample of transactions, as identified in Exhibit III. The sample of 25 transactions was judgmentally selected and we reviewed the supporting documentation to ensure the expense was valid and classified in the proper expense account. We noted that certain expenses were allocated to Oakland County at a DIA determined rate of 43 percent based on the County's proportion of property tax revenue collected and distributed to the DIA compared to the tri-county property tax revenue collected and distributed to the DIA. There was one exception identified during testing. Sample transaction #18 in the amount of \$6,525 was improperly accounted for in the Oakland County expense account but should have been recorded in the Macomb County expense account. The same vendor also performed the services for Oakland County and we noted one transaction recorded in the Macomb County expense account for \$6,525 that had the same transaction date and vendor. Therefore, there is no monetary impact with this exception and it was the result of the invoices (same amount and vendor) being applied to the wrong counties. There was also one exception identified in recalculating the expense allocation to Oakland County based on the DIA's methodology described above. Sample transaction #21 in Exhibit III in the amount of \$3,650 was allocated 25 percent to Macomb County and 75 percent to Oakland County. Based on the methodology described above, the allocation should have been 34 percent to Macomb County and 66 percent to Oakland County. The monetary impact of the exception is \$1,300 was over-allocated to Oakland County.
 - c) We obtained an understanding from the DIA on how DIA Away costs are allocated to Oakland, Wayne, and Macomb Counties. The DIA has a five-year contract with MRA for the DIA Away trailer with total estimated costs of \$1,825,700. Over the life of the 5-year contract, the DIA affirms that there will be 580 required trips. The DIA is amortizing the total contract amount of \$1,825,700 on a per trip basis. Therefore, by dividing the total costs of the program by the number of required trips, the per trip amortization cost is \$3,147.76. We obtained documentation from the DIA and noted there were 16 DIA Away trips in Oakland County in 2014. Therefore, the total amortized cost allocated to Oakland County was \$50,364.16. No exceptions were identified in recalculating the amortization expense per trip based on the DIA's methodology described above.
- 2) Curator Talks, Consulting, Donations, Other In-kind Contributions
- a) We compared the number of curator talks provided for the period January 1, 2014 through December 31, 2014 reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA to data maintained in the DIA's group reservation system. No exceptions were identified.

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- b) We recalculated the expense, included in the \$11,123.95 above and related to curator talks conducted during the year, reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. Based on detail provided by the DIA, there were 9 curator talks conducted during 2014. We noted that the DIA assigned a value to each talk ranging from \$250 - \$500. We agreed the fee to the DIA staff lecture/talk fee schedule. There are different levels of fees based on the event and the individual conducting the talk. We recalculated the expense of \$4,240, included in the \$11,123.95 above, by taking the assigned value for each talk, less the actual charges to the community groups or schools. No exceptions were identified based on the DIA's methodology described above.
- c) We obtained a listing of the consulting, donations, and other in-kind contributions provided by the DIA for the period January 1, 2014 through December 31, 2014 and recalculated the expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA using data maintained in the DIA's group reservation system. We noted \$1,469.95 in total donations and other in-kind contributions to various nonprofit organizations and schools. The donations and other in-kind contributions included items such as books, note cards, complimentary admission tickets, companion memberships, and certain exhibition catalogs. The values placed on the donations and other in-kind contributions are based on the DIA's selling price of these particular items. We also obtained a listing of in-kind contributions for fairs and festivals materials. We noted \$514 in total in-kind contributions for fairs and festivals materials. No exceptions were identified in recalculating the expense.
- d) We obtained a listing of the Community Partnership Programs conservation talks and tours provided by the DIA for the period January 1, 2014 through December 31, 2014 and recalculated the expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. Based on detail provided by the DIA, there were five conservation talks and one conservation tour given during 2014. We noted that the DIA assigned values of \$500 and \$1,000 to the talks and tours, respectively. We calculated the expense of \$3,150, included in the \$11,123.95 above, by taking the assigned value of each conservation talk and tour, less donations of \$350 received from community groups. No exceptions were identified in recalculating the expense.

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- e) We recalculated the expense, included in the \$11,123.95 above, related to community partnership meeting room rentals provided during the year and reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. We obtained a listing of the meeting room rental contributions provided by the DIA for the period January 1, 2014 through December 31, 2014 and recalculated the expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA using data maintained in the DIA's group reservation system. We noted \$1,750 in total in-kind contributions to various nonprofit organizations and schools. We reviewed the DIA's standard room rate, noting that \$250 was charged for each dining room rental and the lecture hall was charged \$1,000. We recalculated the total in-kind contribution by adding one lecture hall rental for \$1,000 and three dining room rentals at \$250 each. The recalculated total was \$1,750. No exceptions were identified in recalculating the expense.

3) Staff Time

- a) We obtained the DIA general ledger detail for the staff time - community relations, group reservations, and public programs expense accounts for the period January 1, 2014 through December 31, 2014 and compared the amount to the expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. No exceptions were identified in comparing the amount per the DIA general ledger to the preliminary 2014 Oakland County Art Institute Authority report.
- b) We agreed the amounts reported in the general ledger for total staff time expenses to summary payroll data maintained by the DIA. No exceptions were identified.
- c) We recalculated the expense allocation to Oakland County by reviewing data maintained in the DIA's group reservation system and internal departmental reports.

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- i) In the community relations department, there are four positions whose wages and fringes are partially allocated to Oakland, Wayne, and Macomb Counties under the community collaboration section of the service agreement with the Art Institute Authority. The wages and fringes of the community relations department are allocated to the counties at a rate of approximately 87 percent of the full department cost under the community collaboration section of the service agreement with the Art Institute Authority. The director of community relations' time is allocated 10 percent to senior programs and 90 percent to community collaborations. The community relations coordinator's time is allocated 40 percent to senior programs and 60 percent to community collaborations. The remaining positions have their time allocated 100 percent to community collaborations. The allocations are determined by the DIA based on the estimated usage of time in each function (senior programs vs. community collaborations) for each individual. The wages and fringes are then divided evenly among the three counties. For the period ended December 31, 2014, approximately 87 percent, or \$151,090, of the community relations department's wages and fringes expenses was allocated to Oakland, Wayne, and Macomb Counties under the community collaborations section of the service agreement with the Art Institute Authority. For the period ended December 31, 2014, \$50,363 of the community relations department's wages and fringes expenses was allocated to Oakland County. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA's methodology described above.

- ii) In the group reservations department, there are two positions, the director of group reservations and the group reservations supervisor, whose wages and fringes are partially allocated to Oakland, Wayne, and Macomb Counties under the community collaboration section of the service agreement with the Art Institute Authority. The wages and fringes of the group reservations department are allocated to the counties under the community collaboration section of the service agreement with the Art Institute Authority based on the percentage of tri-county community group reservations compared to total reservations in the DIA's group reservation system. For the period ended December 31, 2014, 4.5 percent, or \$10,474, of the group reservations department's wages and fringes expenses was allocated to Oakland, Wayne, and Macomb Counties under the community collaboration section of the service agreement with the Art Institute Authority. The allocation to Oakland County is based on the percentage of Oakland County community group reservations compared to the total tri-county community group reservations. For the period ended December 31, 2014, approximately 63 percent of the \$10,474, or \$6,562, of the group reservations department's wages and fringes expenses allocated to Oakland, Wayne, and Macomb Counties was allocated to Oakland County. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA's methodology described above.

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- iii) The public programming department staff includes project managers and other staff whose wages and fringes are partially allocated to Oakland, Wayne, and Macomb Counties under the community collaboration section of the service agreement with the Art Institute Authority. A portion of the wages and fringes for those individuals are allocated to the counties based on actual hours worked on specific community collaboration projects. For the 10 individuals, we agreed the project hours allocated to Oakland County to detail provided by the DIA with no exceptions. For the period ended December 31, 2014, \$5,107 of the Public Programming department's wages and fringes expenses was allocated to Oakland County. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA's methodology described above.

- iv) In the studio outreach department, there was one position, studio outreach coordinator, whose wages and fringes are partially allocated to Oakland, Wayne, and Macomb Counties under the community collaborations section of the service agreement with the Art Institute Authority. We obtained the DIA summary payroll detail for the studio outreach coordinator's salary for the period January 1, 2014 through December 31, 2014 and compared the amount to the expense reported in the preliminary 2014 Oakland County Art Institute Authority report prepared by the DIA. No exceptions were identified in comparing the amount per the DIA general ledger to the preliminary 2014 Oakland County Art Institute Authority report. For the period ended December 31, 2014, \$25,301 of wages and fringes expenses was allocated to Oakland, Wayne, and Macomb Counties. The wages and fringes are then divided evenly among the three counties because the DIA determined that the work performed by the studio outreach coordinator benefits all counties equally. For the period ended December 31, 2014, 33 percent of the \$25,301, or \$8,434, of wages and fringes expenses was allocated to Oakland County. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA's methodology described above.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the Detroit Institute of Arts, Inc.'s compliance with certain program requirements included in Section 2.4 "Privileges to Oakland County Residents" of the Art Institute service agreement between the Oakland County Art Institute Authority and the Detroit Institute of Arts, Inc. for the period ended December 31, 2014. Accordingly, we do not express such as opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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This report is intended solely for the information and use of the board members of the Oakland County Art Institute Authority and is not intended to be and should not be used by anyone other than these specified parties.

Plante & Moran, PLLC

June 8, 2015

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Exhibit I

Account Number	Description	Amount	Date	Vendor	Invoice Number	Check Number
1 21-001-402-3373-E068	Transportation to and from DIA for Webster Elem. (Hazel Park) various dates in Dec. 2013	\$ 2,210.00	2/4/2014	DHT TRANSPORTATION	41604	171178
2 21-001-402-3373-E068	Transportation to and from DIA for Schroeder of Troy School District 3/27/14 for 1 bus	473.74	4/29/2014	TROY SCHOOL DISTRICT	66	172733
3 21-001-402-3373-E068	Transportation to and from DIA for Kettering of Waterford 1/10/14 for 2 buses	550.20	4/23/2014	WATERFORD SCHOOL DISTRICT	t-14122207	172642
4 21-001-402-3373-E068	Transportation to and from DIA for Derby Middle of Birmingham 2/13/14 and 2/14/14 for two buses	1,416.76	4/14/2014	BIRMINGHAM PUBLIC SCHOOLS	21064	172413
5 21-001-402-3373-E068	Transportation to and from DIA for Roosevelt Elem. Of West Bloomfield on 3/20/14 for 3 buses	1,065.00	4/18/2014	DHT TRANSPORTATION	41862	172528
6 21-001-402-3373-E068	Transportation to and from DIA for Lakeville Elementary of Oxford Community Schools 3/6/14 for 2 buses	513.78	4/18/2014	OXFORD COMMUNITY SCHOOLS	2014006	172505
7 21-001-402-3373-E068	Transportation to and from DIA for Webster of Hazel Park for various trips from 3/3/14-3/31/14	850.00	4/18/2014	DHT TRANSPORTATION	42493	172528
8 21-001-402-3373-E068	Transportation to and from DIA for Einstein Elem. Of Oak Park on 4/24/14 for 2 buses	340.00	5/16/2014	DHT TRANSPORTATION	42260	173131
9 21-001-402-3373-E068	Transportation to and from DIA for Clear Lake Elem. Of Oxford Community Schools 11/26/13	1,725.00	5/16/2014	OXFORD COMMUNITY SCHOOLS CLARKSTON SCHOOLS INTERMEDIATE	Nov-26-13	173089
10 21-001-402-3373-E068	Transportation to and from DIA for Sashabaw Middle of Clarkston on 5/7/14 for 3 buses	2,560.00	6/4/2014	MUSIC ASSOC.	5/7/2014	173480
11 21-001-402-3373-E068	Transportation to and from DIA for various elementary schools of Farmington Public Schools 2/19-3/19	2,789.80	6/4/2014	FARMINGTON PUBLIC SCHOOLS	AR104235	173486
12 21-001-402-3373-E068	Transportation to and from DIA for Keith Elem. Of Walled Lake Consolidated Schools on 3/24/14 for 3 buses	940.98	5/16/2014	WALLED LAKE CONSOLIDATED SCHOOLS	4/17/2014	173119
13 21-001-402-3373-E068	Transportation to and from DIA for Scotch Elem. Of West Bloomfield 3/14/14, 3/28/14, 5/23/14	4,690.16	6/23/2014	WEST BLOOMFIELD SCHOOLS	5/30/2014	173655
14 21-001-402-3373-E068	Transportation to and from DIA for various elementary schools of Clarkston from 3/13 to 5/20 for 15 buses total	7,466.00	6/23/2014	CLARKSTON COMMUNITY SCHOOLS	6/3/2014	173780
15 21-001-402-3373-E068	Transportation to and from DIA for Avengers Summer Camp (located in Pontiac) on 7/25/14	546.25	10/8/2014	DHT TRANSPORTATION	43882	174700
16 21-001-402-3373-E068	Transportation to and from DIA for Schoolcraft of Waterford on 2/28/14 for 2 buses	569.40	10/8/2014	WATERFORD SCHOOL DISTRICT	T-14122219	174733
17 21-001-402-3373-E068	Transportation to and from DIA for Pierce of Birmingham on 5/16/14 for 1 bus	767.08	10/8/2014	BIRMINGHAM PUBLIC SCHOOLS	21331	175480
18 21-001-402-3373-E068	Transportation to and from DIA for Mary Helen Elem. Of Walled Lake on 6/18/14 for 1 bus	635.47	11/18/2014	WALLED LAKE CONSOLIDATED SCHOOLS	JUNE18-14	176352
19 21-001-402-3373-E068	Transportation to and from DIA for International Academy of Troy on 10/7/14 for 3 buses	510.00	11/18/2014	DHT TRANSPORTATION	44444	176311
20 21-001-402-3373-E068	Transportation to and from DIA for MacIntyre Elem of Southfield on 11/13/14 for 2 buses	556.80	12/5/2014	TRINITYINC	114742	176623
21 21-001-402-3373-E068	Transportation to and from DIA for Commerce Elem. Of Commerce on 11/22/14 for 1 bus	835.20	12/5/2014	TRINITYINC	116634	176623
22 21-001-402-3373-E068	Transportation to and from DIA for St. Mary's of West Bloomfield on 11/9/14 for 2 buses	785.29	12/5/2014	WEST BLOOMFIELD SCHOOLS	NOV-11-14	176631
23 21-001-402-3373-E068	Transportation to and from DIA for ITA of Pontiac Public Schools on 4/15/14 for 2 buses	496.20	5/16/2014	FIRST STUDENT, INC.	10940172	173056
24 21-001-402-3373-E068	Transportation to and from DIA for United Oaks of Hazel Park on for various dates in November 2014	1,700.00	12/30/2014	DHT TRANSPORTATION	44653	177150
25 21-001-402-3373-E068	Transportation to and from DIA for Musson Elem. Of Rochester Community Schools on 4/3/14 for 2 buses	435.54	6/5/2014	ROCHESTER COMMUNITY SCHOOLS	10224	173555

To the Board Members
Oakland County Art Institute Authority

Exhibit II

Account Number	Description	Amount	Date	Vendor	Invoice Number	Check Number
1 21-001-315-3373-P041	Bus reimbursement for West Bloomfield/Oak Park Jewish 12/12/13	\$ 750.00	1/28/2014	PREMIUM EVENT SERVICE	13-268	171006
2 21-001-315-3373-P041	Bus reimbursement for Waterford Township Parks & Rec 11/7/13	875.00	2/25/2014	PREMIUM EVENT SERVICE	13-237	171397
3 21-001-315-3373-P041	Bus reimbursement for Royal Oak Senior Center 1/15/14	750.00	2/25/2014	PREMIUM EVENT SERVICE	14-012	171485
4 21-001-315-3373-P041	Bus reimbursement for Bloomfield Hills Kirk in the Hills 2/4/14	750.00	2/25/2014	PREMIUM EVENT SERVICE	14-022	171485
5 21-001-315-3373-P041	Bus reimbursement for Troy (920 on the Park-Senior Living) on 3/5/14	725.00	3/26/2014	PREMIUM EVENT SERVICE	14-040	172156
6 21-001-315-3373-P041	Bus reimbursement for Bloomfield Hills Temple Beth 3/25/14	675.00	4/14/2014	PREMIUM EVENT SERVICE	14-075	172440
7 21-001-315-3373-P041	Bus reimbursement for Detroit Federation of Retired Teachers (in Royal Oak) on 4/23/14	675.00	5/22/2014	PREMIUM EVENT SERVICE	14-081	173310
8 21-001-315-3373-P041	Bus reimbursement for St. Patrick's Episcopal Church (Madison Heights) on 12/18/14	750.00	1/7/2015	PREMIUM EVENT SERVICE	14-322	177244
9 21-001-315-3373-P041	Bus reimbursement for Farmington Hills Costick Center 6/6/2014	725.00	7/11/2014	PREMIUM EVENT SERVICE	14-121	174417
10 21-001-315-3441-P046	Advertising in the Spinal Column (Highland, MI- Oakland County)	695.00	5/16/2014	KINGSLETT LLC DBA SPINAL COLUMN	9435	173070
11 21-001-315-3441-P041	Community outreach print advertising. The allocation to the Counties was based on the proportion of property tax revenue collected and distributed to the Detroit Institute of Arts - 23% to Macomb, 43% to Oakland, and 34% to Wayne. Allocation of marketing and advertising expenses. Total expenses were \$3,981.73. The allocation to the Counties was based on the proportion of property tax revenue collected and distributed to the Detroit Institute of Arts - 23% to Macomb, 43% to Oakland, and 34% to Wayne.	749.76	5/30/2014	DETROIT MEDIA PARTNERSHIP	5857267	173458
12 21-001-315-3441-P041	Exhibit at Michigan Senior Expo 9/27 and 10/20 (1 day in Oakland, 1 day in Wayne- split costs 50%)	1,712.14	8/15/2014	N/A	NA	N/A
13 21-001-315-3325-P046	Bus reimbursement for Rochester OPC on 7/16/14	450.00	10/8/2014	UNISHOWS	EXPO 9/27/14	174971
14 21-001-315-3373-P041	Bus reimbursement for Birmingham Senior Center 8/27/14	975.00	10/8/2014	PREMIUM EVENT SERVICE	14-150	174691
15 21-001-315-3373-P041	Bus reimbursement for Rochester/Oakmonte Book Club 9/23/14	725.00	10/8/2014	PREMIUM EVENT SERVICE	14-201	175274
16 21-001-315-3373-P041	Bus reimbursement for West Bloomfield Central High Grads Seniors 11/14/14	750.00	10/29/2014	PREMIUM EVENT SERVICE	14-229	175636
17 21-001-315-3373-P041	Bus reimbursement for West Bloomfield & Oak Park Jewish Comm. Center 12/18/14	850.00	12/8/2014	PREMIUM EVENT SERVICE	14-276	176745
18 21-001-315-3373-P041	Bus reimbursement for Williams Lake Church of Waterford 12/3/14	825.00	12/12/2014	PREMIUM EVENT SERVICE	14-320	177244
19 21-001-315-3373-P041	Bus reimbursement for Oak Park Jewish Senior Life 12/7/14	875.00	12/30/2014	PREMIUM EVENT SERVICE	14-298	177152
20 21-001-315-3373-P041	Bus reimbursement for American House (Pontiac) on 12/16/14	925.00	12/30/2014	PREMIUM EVENT SERVICE	14-302	177152
21 21-001-315-3373-P041	Community outreach radio advertising in October 2014. The allocation to the Counties was based on the proportion of property tax revenue collected and distributed to the Detroit Institute of Arts - 23% to Macomb, 43% to Oakland, and 34% to Wayne.	875.00	12/30/2014	PREMIUM EVENT SERVICE	14-317	171152
22 21-001-315-3441-P046	Community outreach radio advertising in October 2014. The allocation to the Counties was based on the proportion of property tax revenue collected and distributed to the Detroit Institute of Arts - 23% to Macomb, 43% to Oakland, and 34% to Wayne.	625.01	12/5/2014	WOMC-FM	1155221885	176632
23 21-001-315-3441-P046	Billboard LED rotary from 10/27/14-11/2/14 (Oakland benefit)	584.80	12/5/2014	WWJ-AM	1151228247	176633
24 21-001-315-3441-P046	Community outreach online advertising. The allocation to the Counties was based on the proportion of property tax revenue collected and distributed to the Detroit Institute of Arts - 23% to Macomb, 43% to Oakland, and 34% to Wayne.	1,583.00	12/19/2014	VIACOM	03401974	177029
25 21-001-315-3441-P041	Community outreach online advertising. The allocation to the Counties was based on the proportion of property tax revenue collected and distributed to the Detroit Institute of Arts - 23% to Macomb, 43% to Oakland, and 34% to Wayne.	732.72	1/13/2015	MICHIGAN.COM	6039282	177313

To the Board Members
Oakland County Art Institute Authority

Exhibit III

Account Number	Description	Amount	Date	Vendor	Invoice Number	Check Number
1 21-001-315-3319-P046	Additional videographers for Meadowbrook Hall video	\$ 1,500.00	3/19/2014	OAKLAND UNIVERSITY	UCM-8149	171935
2 21-001-315-3319-P046	Public relations services from 10/1/14-11/30/14. The allocation to the Counties was based on the proportion of property tax revenue collected and distributed to the Detroit Institute of Arts - 23% to Macomb, 43% to Oakland, and 34% to Wayne.	2,786.08	6/6/2014	BERG MURIHEAD AND ASSOCIATES	2972	173669
3 21-001-315-3371-P046	Murillo unveiling event on 2/6/14 at Meadowbrook Hall (Oakland)	3,540.94	3/5/2014	SODEXO, INC AND AFFILIATES	237666	171670
4 21-001-315-3373-P046	Minds on Art events- 3 dates in May 2014 at \$675/day for 12 PAX ADA (Oakland program)	2,025.00	5/29/2014	PREMIUM EVENT SERVICE	14-093	173438
5 21-001-315-3441-P046	DIA Samurai Project episodes 5-10. The allocation to the Counties was based on the proportion of property tax revenue levied by County - 12% to Macomb, 44% to Oakland, and 44% to Wayne.	3,894.00	5/22/2014	ADWATER MEDIA	12	173306
6 21-001-315-3561-P046	Nonprofit Standard Mail- 9,430 pieces at \$0.193 and 18 pieces at \$0.279 = \$1,825. The expenses were allocated evenly among the Counties.	608.72	1/14/2015	EASY PERMIT	JE #70	N/A
7 21-001-505-3362-P046	Miscellaneous travel charges for June 2014 related to Oakland County programs	277.21	7/22/2014	DINERS CLUB COMMERCIAL	Jun-14	174415
8 21-001-315-3408-P051	Other Professional Fees for installations at different locations throughout Wayne, Oakland, Macomb, and "Other" Counties. Of the total expense, allocated 21% to Macomb, 32% to Oakland, 37% to Wayne, and 10% to Non-Tri Counties. Expenses related to Inside/Out program and allocations were based on the locations of the installations	388.04		N/A	N/A	N/A
9 21-001-402-3373-P046	52 PAX ADA for Auburn Hills- 3 dates in July 2014 at \$875/day	2,625.00	10/8/2014	PREMIUM EVENT SERVICE	14-141	174827
10 21-001-402-3201-P046	November salary for Manager of Gallery Teachers allocated fringe costs for Minds on Art Oakland (based on hours worked on Oakland program multiplied by 35% fringe factor)	1,065.75	12/15/2014	L&I COMM PRGMS STAFF TIME	JE#60	N/A
11 21-001-402-3138-P046	November salary for studio instructors allocated salary for Minds on Art Oakland (based on hours worked on Oakland project)	866.00	12/15/2014	L&I COMM PRGMS STAFF TIME	JE#60	N/A
12 21-001-520-3385-P046	Portable toilet rental at Kensington MetroPark/Maple Beach event 8/1/14-8/2/14 (Milford, MI)	340.00	10/8/2014	JOHNS SANITATION	99586	174498
13 21-001-520-3385-P046	Light tower rentals at Kensington MetroPark/Maple Beach event on 8/1-8/3/14 (Milford, MI)	1,244.60	10/8/2014	UNITED RENTALS	121595190-001	174893
14 21-001-520-3385-P046	Two night movie events 8/1/14 and 8/2/14 (2 of 6 days located in Kensington MetroPark-Oakland County)	10,146.50	10/8/2014	DEUTSCH INC	14-0829 FINAL	174977
15 21-001-520-3451-P046	Banner printing in July 2014 related to Oakland movie night	449.10	10/8/2014	DISPLAY GROUP	288.15440	174923
16 21-001-315-3325-P046	2015 Canvas Pontiac Sponsorship for 1/1/15-12/31/15	25,000.00	12/8/2014	PONTIAC DOWNTOWN BUSINESS ASSOCIATION	541	176766
17 21-001-315-3373-P046	Oakland County Days at Wikom Comm. Center July 12, 2014- motor coach and chaser van	2,395.00	10/8/2014	PREMIUM EVENT SERVICE	14-158	175282
18 21-001-315-3373-P046	Macomb County Days at October 25, 2014- motor coach and chaser van	6,525.00	11/18/2014	PREMIUM EVENT SERVICE	14-266	176482
19 21-001-315-3441-P046	Print advertising in Oxford (MI) Leader newspaper	407.30	10/8/2014	SHERMAN PUBLICATIONS INC	359715	175205
20 21-001-315-3446-P046	8 banners with delivery (Arts, Beats, and Eats Festival- Oakland County)	822.00	10/29/2014	IDEATION SIGNS AND COMMUNICATIONS	6345	175961
21 21-001-315-3451-P046	Community Outreach- Additional quantities printed. Total expenses were \$14,600. Only Macomb and Oakland Counties benefitted. Of the \$14,600, allocated 25% to Macomb and 75% to Oakland	10,950.00	11/18/2014	ASSOCIATED PRINT/APMS INC.	14-1083	176440
22 21-001-315-3373-P046	Bus reimbursement for Rochester Paint Creek Center for the Arts on 2/7/14	875.00		PREMIUM EVENT SERVICE	14-025	171485
23 21-001-505-3316-P046	Friday Night Live performance on 6/27/14 (contact in Southfield)	2,600.00	12/19/2014	GREAT LAKES CHAMBER MUSIC FESTIVAL	413	176979
24 21-001-315-3441-P046	Mailing 11/23 insert (75% allocated to Oakland based respective households between Oakland and Macomb)	5,343.36	12/1/2014	MICHIGAN.COM	069219006	N/A
25 21-001-315-3554-P056	DIA Away Trips - Based on total expected costs of \$1,825,700 over the 5-year lease and 580 required trips, the DIA calculated an amortization expense of \$3,147.76 per trip.	3,147.76	N/A	N/A	N/A	N/A