

Independent Accountant's Report on Applying Agreed-upon Procedures

To the Detroit Institute of Arts, Inc.
and the Board Members of the
Oakland County Art Institute Authority

We have performed the procedures enumerated below, which were agreed to by the Detroit Institute of Arts, Inc. (DIA) and the Oakland County Art Institute Authority board, solely to assist you in determining if 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 DIA for the period from January 1, 2021 through December 31, 2021. The Detroit Institute of Arts, Inc. is responsible for the program requirements included in Section 2.4, "Privileges to Oakland County Residents."

The Detroit Institute of Arts, Inc. and the Oakland County Art Institute Authority board have agreed to the procedures performed and acknowledged that they are appropriate to meet the intended purpose of determining if the DIA has complied with certain requirements of Section 2.4, "Privileges to Oakland County Residents." No other parties have agreed to and acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report, and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. We make no representation regarding the sufficiency of the procedures either for the purpose intended or any other purpose.

An agreed-upon procedures engagement involves performing specific procedures that the engaging party has agreed to and acknowledged to be appropriate for the intended purpose of the engagement and reporting on findings based on the procedures performed. Our procedures and the associated findings are reported below in three sections:

- Section 2.4 (B) - Student Curriculum Development
- Section 2.4 (D) - Senior Programs
- Section 2.4 (E) - Community Collaborations

As part of our procedures, we were requested to agree information from the 2021 Oakland County Art Institute Authority report prepared by the DIA to supporting documentation. This report is submitted to the Oakland County Art Institute Authority after our procedures are completed.

Section 2.4 (B) - Student Curriculum Development

The contractual language reads as follows: "The DIA will provide transportation subsidies to Oakland Schools during the 2012-2013 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 2021 Oakland County Art Institute Authority report prepared by the DIA, total spending on school programs was as follows:

Transportation	\$4,839.10
Staff time - Group reservations	\$3,087.00
Total school program spending	\$7,926.10
Service agreement	\$150,000.00
2021 Variance	(\$142,073.90)
2020 Variance	(\$61,524.17)
Total Variance	(\$203,598.07)

The procedures and the associated findings are as follows:

1) Transportation

- a) We obtained the DIA general ledger detail for Oakland County, Michigan transportation expense account for the period from January 1, 2021 through December 31, 2021 and agreed the amount to the transportation expense reported in the preliminary Oakland County Art Institute Authority report.
- b) We selected all transactions and agreed the amount recorded in the general ledger to the amount on the related invoice or other supporting documentation. Sample transaction #1 in Exhibit I in the amount of \$273.95 was related to transportation provided for a trip in 2019 that was recorded in the Oakland County, Michigan expense account in 2021 and not accrued for in the years ended December 31, 2019 or 2020.
- c) We obtained the DIA's calculation of the spending for the student curriculum-based tour program and agreed inputs to the amounts recorded in the general ledger. We recalculated a spending shortfall of \$142,073.90 in 2021 and a cumulative shortfall of \$203,598 for 2021 and 2020.

2) Staff Time

- a) We obtained the DIA general ledger detail for the staff time for the group reservations department for the period from January 1, 2021 through December 31, 2021 and agreed the amount to the expense reported in the preliminary Oakland County Art Institute Authority report prepared by the DIA. For fiscal year 2021, there were no allocations to Community & Public Affairs or Learning and Audience Engagement.
- b) We agreed the amounts reported in the general ledger for total staff time expenses to summary payroll data maintained by the DIA.
- c) We recalculated the staff time expense allocation to Oakland County by obtaining data maintained in the DIA's group reservation system and internal departmental reports. We observed the allocation methodologies described below were utilized. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA's methodology.
 - i. In the group reservations department, there were 34 trips booked to the DIA from Oakland County for the period from January 1, 2021 through December 31, 2021. The costs recorded for these trips were assigned by multiplying the number of trips by the average time needed to create a reservation by the average hourly salary/fringe rate of the group reservation staff. For the period from January 1, 2021 through December 31, 2021, \$3,087.00 was recorded for Oakland County.

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Section 2.4 (D) - 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."

According to the preliminary 2021 Oakland County Art Institute Authority report prepared by the DIA, total spending on senior programs was as follows:

Senior millage program - Transportation	\$2,875.00
Staff time - Group reservations	\$272.00
Total senior program spending	\$3,147.00
Service agreement	\$100,000.00
2021 Variance	(\$96,853.00)
2020 Variance	(\$72,405.20)
Total Variance	(\$169,258.20)

The procedures and the associated findings are as follows:

1) Senior Program

- a) We obtained the DIA general ledger detail for the Oakland County expenses related to the senior program for the period from January 1, 2021 through December 31, 2021 and agreed the amount to the program expenses reported in the preliminary 2021 Oakland County Art Institute Authority report prepared by the DIA. We observed that the program expenses consisted of transportation for senior museum programs.
- b) We agreed the amounts recorded in the general ledger to the related invoice or other supporting documentation for all transactions, as identified in Exhibit II. No exceptions were identified.
- c) We obtained the DIA's calculation of the spending for the senior program and agreed inputs to the amounts recorded in the general ledger. We recalculated a spending shortfall of \$96,853.00 in 2021 and a cumulative shortfall of \$169,258.20 for 2021 and 2020.

2) Staff Time

- a) We obtained the DIA general ledger detail for the staff time for the group reservations department expense account for the period from January 1, 2021 through December 31, 2021 and agreed the amount to the expense reported in the preliminary Oakland County Art Institute Authority report prepared by the DIA. No exceptions were identified. For fiscal year 2021, there were no allocations for Learning and Audience Engagements or Community & Public Affairs.
- 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 staff time expense allocation to Oakland County by inspecting data maintained in the DIA’s group reservation system and internal departmental reports. We observed the allocation methodologies described below were utilized. No exceptions were identified in recalculating the expense allocation to Oakland County based on the DIA’s methodology.
- i) In the group reservations department, there were three trips booked to the DIA from Oakland County for the period from January 1, 2021 through December 31, 2021. The costs recorded for these trips were assigned by multiplying the number of trips by the average time needed to create a reservation by the average hourly salary/fringe rate of the group reservation staff. For the period from January 1, 2021 through December 31, 2021, \$272 was recorded for Oakland County.

Section 2.4 (E) - 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 2021 Oakland County Art Institute Authority report prepared by the DIA, total spending on community programs was as follows:

Community Partnership Programs	\$110,723.87
Staff time - Community engagement	\$30,897.00
Total investment	\$141,620.87
Service agreement	\$300,000.00
2021 Variance	(\$158,379.13)
2020 Variance	(\$134,145.16)
Total Variance	(\$292,524.29)

The procedures and the associated findings are as follows:

1) Community Partnership Programs

- a) We obtained the DIA general ledger detail for the Oakland County expenses related to community partnership programs, including Inside | Out, for the period from January 1, 2021 through December 31, 2021 and agreed the amount to the expenses reported in the preliminary Oakland County Art Institute Authority report prepared by the DIA.
- b) We judgmentally selected a sample of 10 transactions and 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. No exceptions were identified.
- c) We obtained the DIA’s calculation of the spending for the community partnership programs and agreed inputs to the amounts recorded in the general ledger. We recalculated a spending shortfall of \$158,379.13 in 2021 and a cumulative shortfall of \$292,524.29 for 2021 and 2020.

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2) Staff Time

- a) We obtained the DIA general ledger detail for community engagement staff time for the period from January 1, 2021 through December 31, 2021 and compared the amount to the expense reported in the preliminary 2021 Oakland County Art Institute Authority report prepared by the DIA. For fiscal year 2021, there were no allocations for Community & Public Affairs or group reservations.
- 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. We recalculated the staff time expense allocation to Oakland County by obtaining data maintained in the DIA's group reservation system and internal departmental reports.
- c) We observed the staff time allocation methodologies described below were utilized. No exceptions were identified in recalculating the staff time expense allocation to Oakland County based on the DIA's methodology described below.
 - i) For the community engagement department, there was one position whose wages and fringes were partially allocated to the county of Oakland, Michigan under the community collaborations section of the service agreement with the Oakland County Art Institute Authority. The Oakland County community engagement manager's time was allocated 50 percent to community collaborations to Oakland County only.

For the period from January 1, 2021 through December 31, 2021, the total wages and fringes of the community engagement staff involved in the community partnership programs was \$87,910.00. For the period from January 1, 2021 through December 31, 2021, \$30,897.00 was allocated to Oakland County, Michigan.

We were engaged by the DIA and the Oakland County Art Institute Authority board to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the DIA'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 DIA for the period from January 1, 2021 through December 31, 2021. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the DIA and the Oakland County Art Institute Authority and to meet our other ethical responsibilities in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Plante & Moran, PLLC

September 28, 2022

Exhibit I

Item	Financial Row	Description	City of Performance	Amount	Check No.	Invoice No.	Invoice Date	Vendor
1	6750	Bus Reimbursement for Oak Valley MS Field Trip 5/24/2019	Highland	\$ 273.95	213304	MI200036	2/2/2021	HURON VALLEY SCHOOLS
2	6750	Bus Reimbursement for Holy Family Regional School 10/27/21	Rochester Hills	\$ 1,237.50	500039	91866557	10/28/2021	TRINITY TRANSPORTATION
3	6750	Bus Reimbursement for Beaumont 10/22/21	Waterford	\$ 314.90	500053	T22083040	11/23/2021	WATERFORD SCHOOL DISTRICT
4	6750	Bus Reimbursement for Walled Lake Northern HS 10/28/21	Commerce Twp.	\$ 680.00	500104	WVLN102821	11/30/2021	WALLED LAKE CONSOLIDATED SCHOOLS
5	6750	Bus Reimbursement for Farmington Public Schools 10/21/21	Farmington	\$ 524.75	500339	AR105198	12/7/2021	Farmington Public Schools
6	6750	Bus Reimbursement for Birmingham Grove High 11/2/21	Beverly Hills	\$ 678.00	500326	62032	1/25/2022	DHT TRANSPORTATION
7	6750	Bus Reimbursement for International Academy 11/4/21	Bloomfield Hills	\$ 904.00	500326	62064	1/25/2022	DHT TRANSPORTATION

Exhibit II

Item	Financial Row	Description	City of Performance	Amount	Check No.	Invoice No.	Invoice Date	Vendor
1	6750	Bus Reimbursement for Robert W Bowens Senior Center - 12/9/21	Pontiac	\$ 975.00	832737	20-105	12/14/2021	PREMIUM EVENT SERVICES, LLC
2	6750	Bus Reimbursement for Center for Active Adults - 12/15/21	South Lyon	\$ 975.00	840741	120-108	12/19/2021	PREMIUM EVENT SERVICES, LLC
3	6750	Bus Reimbursement for America's Corvette Club - 12/15/21	Clarkston	\$ 925.00	840741	120-108	12/19/2021	PREMIUM EVENT SERVICES, LLC

Exhibit III

Item	Financial Row	Description	City of Performance	Amount	Check No.	Invoice No.	Invoice Date	Vendor
1	6370	PIPA Mural Designs - to be submitted to DIA representative.	Berkley	\$ 500.00	213606	MAR30-21	3/30/2021	Michael Polakowski
2	6370	Rochester PIPA Drawings	Rochester	\$ 500.00	214054	10090	6/5/2021	Meta Sign Arts
3	6370	Berkley PIPA Mural 2021	Berkley	\$ 7,250.00	214577	PIPAMURAL- DEP21	8/16/2021	Michael Polakowski
4	6370	PIPA Mural Rochester- Deposit	Rochester	\$ 7,250.00	214868	10096	9/7/2021	Meta Sign Arts
5	6370	PIPA Mural Rochester - Completed	Rochester	\$ 7,250.00	811304	10099	10/6/2021	Meta Sign Arts
6	6370	Berkley PIPA Mural 2021	Berkley	\$ 7,250.00	215160	PIPA- BERKLEY 2021	11/10/2021	Michael Polakowski
7	6380	Event Sponsorship 2021 Arts, Beats & Eats Festival	Royal Oak	\$ 29,000.00	214434	ABE2020-25	7/22/2021	ARTS, BEATS AND EATS INC.
8	6380	Canvas Pontiac Partnership 2021 - DIA	Pontiac	\$ 10,000.00	215187	521	11/9/2021	Main Street Pontiac
9	6440	8'w X 3'h AdMesh single- sided banner	Allocated to all 3 Counties	\$ 188.31	819400	10099	11/18/2021	IDEATION ORANGE
10	6440	1 of: LaRibbons6 inch Wide Grand Opening CeremonySatin Ribbon, Wedding Party DecorationCraft Ribbon, Also for Making Car Bows - 25 Yard/ Spool (Red)	Allocated to all 3 Counties	\$ 28.95	Chase CC account #7304	113-1506288-048585	11/2/2021	Amazon.com