

Independent Accountant's Report on Applying Agreed-upon Procedures

To the Detroit Institute of Arts, Inc.
and the Board Members of the
Macomb 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 Macomb 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 Macomb County Residents," of the Art Institute Service Agreement between the Macomb County Art Institute Authority and the DIA for the period from January 1, 2022 through December 31, 2022. The Detroit Institute of Arts, Inc. is responsible for the program requirements included in Section 2.4, "Privileges to Macomb County Residents."

The Detroit Institute of Arts, Inc. and the Macomb 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 Macomb 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 these procedures, either for the purpose intended or for 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 2022 Macomb County Art Institute Authority report prepared by the DIA to supporting documentation. This report is submitted to the Macomb 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 Macomb 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 \$75,000. That amount will ensure free admission and transportation to more than 8,000 students and teachers and approximately 265 classrooms."

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

According to the preliminary 2022 Macomb County Art Institute Authority report prepared by the DIA, total spending on school programs was as follows:

Transportation	\$21,622.58
Staff time - Group reservations, gallery teachers, and education programs manager	\$39,089.03
Total school program spending	\$60,711.61
Service agreement	\$75,000.00
2022 variance	(\$14,288.39)
2021 variance	(\$73,140.17)
2020 variance	(\$16,860.87)
Cumulative variance	(\$104,289.43)

The procedures and the associated findings are as follows:

1) Transportation

- a) We obtained the DIA general ledger detail for the Macomb County transportation expense account for the period from January 1, 2022 through December 31, 2022 and agreed the amount to the transportation expense reported in the preliminary Macomb County Art Institute Authority report.
- b) We judgmentally selected a sample of 25 transactions and agreed the amount recorded in the general ledger to the amount on the related invoice or other supporting documentation, as identified in Exhibit I. No exceptions were identified.
- c) We obtained the DIA's calculation of the spending for the student curriculum-based tour program development and agreed inputs to the amounts recorded in the general ledger. We recalculated the spending shortfall of \$14,288.39 in 2022 and a cumulative shortfall of \$104,289.43 for 2022, 2021, and 2020.

2) Staff Time

- a) We obtained the DIA general ledger detail for the staff time for the group reservations department, gallery teachers, and education programs manager for the period from January 1, 2022 through December 31, 2022 and agreed the amount to the expense reported in the preliminary Macomb 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 2022 Macomb 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.
- c) We recalculated the staff time expense allocation to Macomb 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 Macomb County based on the DIA's methodology.
 - i. In the group reservations department, there were 70 trips booked to the DIA from Macomb County for the period from January 1, 2022 through December 31, 2022. 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, 2022 through December 31, 2022, \$5,936.08 was recorded for Macomb County.

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

- ii. In the learning and audience engagement department, there was an education program manager position whose wages and fringes were partially allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the student curriculum development section of the service agreement with the Macomb County Art Institute Authority. The portion of wages and fringes of this position allocated to the counties was split evenly amongst the three counties. For the period from January 1, 2022 through December 31, 2022, 60 percent of the education program manager’s wages and fringes was allocated to the counties of Oakland, Wayne, and Macomb, Michigan. The total wages and fringes allocated for this position was \$34,957.34, with \$11,652.45 allocated to Macomb County.
- iii. Gallery teacher positions had wages and fringes allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the student curriculum development section of the service agreement with the Macomb County Art Institute Authority. Gallery teachers’ wages and fringe benefits were allocated to the counties of Oakland, Wayne, and Macomb, Michigan based on the percentage of school group tours per county during the period of April 2022 through December 2022 compared to total school tours. For the period from January 1, 2022 through December 31, 2022, \$180,686.88 of the gallery teachers’ wages and fringes expenses were allocated to the counties of Oakland, Wayne, and Macomb, Michigan. Of the \$180,686.88, 11.90 percent, or \$21,500.50, was allocated to Macomb County.

Section 2.4 (D) - Senior Programs

The contractual language reads as follows: “The DIA shall initiate a subsidized tour program for Macomb County seniors. Based on past attendance, the museum will initially set aside \$50,000 annually for a subsidized senior program. This will fund 35 senior tours, including transportation, a 30-minute lecture by a museum volunteer or staff member, and access to the galleries.”

According to the preliminary 2022 Macomb County Art Institute Authority report prepared by the DIA, total spending on senior programs was as follows:

Senior Millage Program - Transportation and hospitality	\$30,133.60
Staff Time - Group reservations	\$3,052.84
Total senior program spending	\$33,166.44
Service agreement	\$50,000.00
2022 variance	(\$16,833.56)
2021 variance	(\$49,025.00)
2020 variance	(\$26,805.96)
Total variance	(\$92,664.52)

The procedures and the associated findings are as follows:

- 1) Senior Program
 - a) We obtained the DIA general ledger detail for the Macomb County expenses related to the senior program for the period from January 1, 2022 through December 31, 2022 and agreed the amount to the program expenses reported in the preliminary 2022 Macomb County Art Institute Authority report prepared by the DIA. We observed that the program expense consisted of transportation and hospitality for senior museum programs.
 - b) We judgmentally selected 15 transactions and 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 shortfall for the senior program and agreed inputs to the amounts recorded in the general ledger. We recalculated the spending shortfall of \$16,833.56 in 2022 and a cumulative shortfall of \$92,664.52 for 2022, 2021, and 2020.

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

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, 2022 through December 31, 2022 and agreed the amount to the expense reported in the preliminary Macomb County Art Institute Authority report prepared by the DIA. No exceptions were identified.
- 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 staff time expense allocation to Macomb County by inspecting data maintained in the DIA's group reservation system and internal departmental reports. We observed that the allocation methodologies described below were utilized. No exceptions were identified in recalculating the expense allocation to Macomb County based on the DIA's methodology.
 - i) In the group reservations department, there were 36 trips booked to the DIA from Macomb County for the period from January 1, 2022 through December 31, 2022. 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, 2022 through December 31, 2022, \$3,052.84 was recorded for Macomb County.

Section 2.4 (E) - Community Collaborations

The contractual language reads as follows: "The DIA will set aside at least \$75,000 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 2022 Macomb County Art Institute Authority report prepared by the DIA, total spending on community programs was as follows:

Community Partnership Programs	\$54,584.18
Staff time - Group reservations, studio, and community engagement	\$34,210.68
Total investment	\$88,794.86
Service agreement	\$75,000.00
2022 variance	\$13,794.86

The procedures and the associated findings are as follows:

1) Community Partnership Programs

- a) We obtained the DIA general ledger detail for the Macomb County expenses related to community partnership programs, including Inside | Out, for the period from January 1, 2022 through December 31, 2022 and agreed the amount to the expenses reported in the preliminary Macomb County Art Institute Authority report prepared by the DIA.

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

- 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. We agreed the expense amount per the general ledger to the related invoice or supporting documentation. We noted there were three timing differences in our testing. Samples #3 and #4 in Exhibit III were related to mural protection services in 2021 that were recorded in the Macomb County expense account in 2022 and not accrued for in the year ended December 31, 2021. Sample #5 in Exhibit III was related to a mural recognition plaque purchased in 2021 that was recorded in the Macomb County expense account in 2022 and not accrued for in the year ended December 31, 2021.
- c) We obtained the DIA's calculation of the spending shortfall for the community partnership programs and agreed inputs to the amounts recorded in the general ledger. We observed there was not a spending shortfall in 2022.

2) Staff Time

- a) We obtained the DIA general ledger detail for studio and community engagement staff time for the period from January 1, 2022 through December 31, 2022 and agreed the amount to the expense reported in the preliminary 2022 Macomb County Art Institute Authority report prepared by the DIA. No exceptions were identified.
- 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 Macomb 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 Macomb County based on the DIA's methodology described below.
 - i) In the group reservations department, there were seven trips booked to the DIA from Macomb County for the period from January 1, 2022 through December 31, 2022. 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, 2022 through December 31, 2022, \$593.61 was recorded for Macomb County.
 - ii) For the community engagement department, there were three community engagement manager positions whose wages and fringes were partially allocated to the county of Macomb, Michigan under the community collaborations section of the service agreement with the Macomb County Art Institute Authority. The community engagement managers' time is allocated 60 percent to community partnerships. The total wages and fringes allocated for these positions was \$96,871.75, with \$32,290.58 allocated to Macomb County.
 - iii) In the studio programs department, there were 45 hours of studio staff hours dedicated to Macomb County for the period from January 1, 2022 through December 31, 2022. The cost recorded for studio time is assigned by multiplying the number of county specific staff hours by the average studio hourly salary and fringe rate. For the period from January 1, 2022 through December 31, 2022, \$1,326.49 was recorded for Macomb County.

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

We were engaged by the DIA and the Macomb 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 Macomb County Residents," of the Art Institute Service Agreement between the Macomb County Art Institute Authority and the DIA for the period from January 1, 2022 through December 31, 2022. 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 Macomb 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 Macomb 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

June 13, 2023

Exhibit I

Item	Financial		Location of Performance	Amount	Check No.	Invoice Number	Invoice Date	Vendor
	Row	Description						
1	6750	Bus Reimbursement for Center Line Prep 5/27/22	Center Line	\$ 787.50	501215	91902355	5/31/2022	Trinity Transportation
2	6750	Bus Reimbursement for Romeo HS 3/18/22	Romeo	\$ 616.50	501315	10281	3/30/2022	Romeo Community Schools
3	6750	Bus Reimbursement for Muneer Academy 1/19/2022	Warren	\$ 820.00	500527	202081	2/1/2022	Muneer Academy
4	6750	Bus Reimbursement for Muneer Academy 1/20/2022	Warren	\$ 820.00	500527	202081	2/1/2022	Muneer Academy
5	6750	Bus Reimbursement for Richmond HS 3/3/22	Richmond	\$ 394.60	500827	8	3/7/2022	Richmond Community Schools
6	6750	Bus Reimbursement for Anton Art Ctr 3/5/22	Mount Clemens	\$ 377.50	500807	91086452	3/7/2022	Trinity Transportation
7	6750	Bus Reimbursement for Macomb Montessori Academy 3/15/2022	Warren	\$ 226.00	500772	62398	4/5/2022	DHT Transportation
8	6750	Bus Reimbursement for The Giving Tree Preschool Center 3/31/22	Warren	\$ 226.00	500772	61991	4/5/2022	DHT Transportation
9	6750	Bus Reimbursement for Academy 21 1/13/2022	Warren	\$ 226.00	500772	62148	4/5/2022	DHT Transportation
10	6750	Bus Reimbursement for Merritt Charter Academy 4/28/22	New Haven	\$ 492.24	501185	April 28, 2022	5/11/2022	Merritt Academy
11	6750	Bus Reimbursement for Peck Elementary 1/13/22	Center Line	\$ 226.00	501114	62145	5/12/2022	DHT Transportation
12	6750	Bus Reimbursement for Warren Woods Tow er High School 6/2/22	Warren	\$ 425.00	501347	91904809	6/7/2022	Trinity Transportation
13	6750	Bus Reimbursement for Immaculate Conception Ukrainian School 5/11/2022	Warren	\$ 226.00	501268	62635	6/21/2022	DHT Transportation
14	6750	Bus Reimbursement for Arts Academy in the Woods 5/4/22	Fraser	\$ 577.00	501240	62592	6/21/2022	DHT Transportation
15	6750	Bus Reimbursement for Fitzgerald High School 4/5/22	Warren	\$ 226.00	501747	62482	8/23/2022	DHT Transportation
16	6750	Bus Reimbursement for St. Augustine 10/19/22	Richmond	\$ 495.36	502391	5	10/20/2022	Richmond Community Schools
17	6750	Bus Reimbursement for Rising Star Academy 10/19/22	Center Line	\$ 222.50	502491	73255	10/20/2022	Centerline Public Schools
18	6750	Bus Reimbursement for St. John Lutheran 11/22/22	Rochester	\$ 678.00	502267	63270	11/1/2022	DHT Transportation
19	6750	Bus Reimbursement for Henry Ford High School 11/15/22	Sterling Heights	\$ 201.03	502507	11/15/2022	11/17/2022	Utica Community Schools
20	6750	Bus Reimbursement for Ojibw a Elementary 11/3/22	ClintonTwp	\$ 400.20	502600	22534	11/23/2022	Chippewa Valley Schools
21	6750	Bus Reimbursement for Indian Hills 11/15/22	Romeo	\$ 631.38	502607	10410	12/1/2022	Romeo Community Schools
22	6750	Bus Reimbursement for Middle School East 10/18/22	Chestertfield	\$ 785.10	502591	2832	12/7/2022	L'Anse Creuse Public Schools
23	6750	Bus Reimbursement for Warren Woods Tow er HS 11/17/22	Warren	\$ 226.00	502610	63514	12/23/2022	DHT Transportation
24	6750	Bus Reimbursement for Warren Lincoln HS 12/9/22	Warren	\$ 85.00	502610	63525	12/23/2022	DHT Transportation
25	6750	Bus Reimbursement for Eastpointe HS 12/7/22	Eastpointe	\$ 226.00	502610	63492	12/23/2022	DHT Transportation

Exhibit II

Item	Financial		Location of Performance	Amount	Check No.	Invoice Number	Invoice Date	Vendor
	Row	Description						
1	6750	Bus Reimbursement for St. Clair Shores Cultural Committee 2/10/2022	St. Clair Shores	\$ 925.00	874705	22-012	2/22/2022	Premium Event Services
2	6750	Bus Reimbursement for St. Louis Community Church 2/24/22	Clinton Twn	\$ 1,100.00	874705	22-018	3/4/2022	Premium Event Services
3	6750	Bus Reimbursement for Macomb Tw p. Senior Center 2/22/22	Macomb Township	\$ 975.00	874705	22-016	3/4/2022	Premium Event Services
4	6750	Bus Reimbursement for Sterling Heights Lioness Club 4/21/22	Sterling Heights	\$ 925.00	913909	22-048	4/29/2022	Premium Event Services
5	6750	Bus Reimbursement for Knox Presbyterian 4/28/22	Harrison Twp	\$ 1,100.00	921475	22-050	5/6/2022	Premium Event Services
6	6750	Bus Reimbursement for Evola Music Studio Seniors 4/4/22	Shelby Twp	\$ 1,375.00	926122	22-070	5/12/2022	Premium Event Services
7	6750	Bus Reimbursement for Romeo-Washington Bruce Park & Rec 6/2/22	Romeo	\$ 1,275.00	952357	22-099	6/14/2022	Premium Event Services
8	6750	Bus Reimbursement for St. Louis Community Church Seniors 5/26/22	Clinton Twn	\$ 1,100.00	952357	22-099	6/14/2022	Premium Event Services
9	6750	Bus Reimbursement for Armada Senior Center 7/14/22	Armada	\$ 925.00	967186	22-129	7/19/2022	Premium Event Services
10	6750	Bus Reimbursement for Warren Seniors 8/12/22	Warren	\$ 1,100.00	1003836	22-158	8/18/2022	Premium Event Services
11	6750	Bus Reimbursement for Harrison Tucker Senior Center 10/6/22	Harrison Twp	\$ 1,075.00	1054045	22-212	10/17/2022	Premium Event Services
12	6750	Bus Reimbursement for Clinton Twp. Senior Center 10/20/22	Clintown Township	\$ 1,175.00	1023834	22-239	10/26/2022	Premium Event Services
13	6750	Bus Reimbursement for Macomb Tw p. Seniors 11/3/2022	Macomb Township	\$ 1,175.00	1037092	22-261	11/17/2022	Premium Event Services
14	6750	Bus Reimbursement for Clinton Tw p Senior Center 12/1/22	Clinton Township	\$ 1,175.00	1055929	22-288	12/6/2022	Premium Event Services
15	6750	Bus Reimbursement for Village of Peace Manor on 12/16/22	Clinton Twp	\$ 1,350.00	1055929	22-302	12/21/2022	Premium Event Services

Exhibit III

Item	Financial Row	Description	Location of Performance	Amount	Check No.	Invoice Number	Invoice Date	Vendor
1	6370	Haylie Mousseau PIPA St Clair Shores mural design #2	Macomb Twp	\$ 500.00	973127	7-26-2022-0003893	8/1/2022	Haylie Mousseau
2	6370	Ofrenda Workshop at Lorenzo Cultural Center 10-29-22	Clinton Twp	\$ 1,000.00	502379	10-25-2022-0004017	11/15/2022	Pilar Cote
3	6410	MIC mural protection & sprayer pack	Utica	\$ 400.00	500348	30910	11/2/2021	Urban Restoration Group US Inc.
4	6410	MIC mural protection value pack	Utica	\$ 300.00	500348	30910	11/2/2021	Urban Restoration Group US Inc.
5	6440	MIC PIPA Utica Commemorative Sign - sign and installation	Utica	\$ 1,225.00	847648	10117	12/24/2021	ideation orange
6	6440	MIC - Macomb County COMMEMORATIVE PLAQUE and INSTALLATION SERVICES	Clinton	\$ 3,390.00	878338	10161	3/11/2022	ideation orange
7	6750	CP - Bus Reimbursement for MISD New Teachers 4/22/2022	Clinton Twp	\$ 1,075.00	921475	22-065	5/5/2022	Premium Event Services
8	6750	CP - Bus Reimbursement for CARE of Southeast Michigan 10/4/22	Fraser	\$ 925.00	1054045	22-210	10/17/2022	Premium Event Services
9	6750	10/25/2022 r Macomb County Community Care Center	Sterling Heights	\$ 1,075.00	1023834	22-243	11/2/2022	Premium Event Services
10	6380	LaVanway Inside Out Tri-County 2022	Allocation to all 3 counties	\$44,675.00	1037491	18571	11/10/2022	LaVanway Sign Co., Inc.