

**Independent Accountant’s Report
 on Applying Agreed-upon Procedures**

To the Detroit Institute of Arts, Inc.

We have performed the procedures enumerated below, which were agreed to by the Detroit Institute of Arts, Inc., solely to assist you in determining if the Detroit Institute of Arts, Inc. (DIA) has complied with certain program requirements included in Section 2.4 “Privileges to Wayne County Residents” of the Art Institute Service Agreement between the Wayne 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 Wayne 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.”

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

| Category | Value |
|---|----------------------|
| Transportation | \$ 140,733.69 |
| Admission (January-September) | \$ 106,296.00 |
| Staff time - Group reservations, School Relations Coordinator & Gallery Teachers | \$ 127,943.11 |
| Total school program spending | \$ 374,972.80 |
| Service agreement | \$ 150,000.00 |
| Variance | \$ 224,972.80 |

To the Detroit Institute of Arts, Inc.

The procedures and the associated findings are as follows:

1) Transportation

- a) We obtained the DIA general ledger detail for the Wayne County transportation expense account for the period from January 1, 2014 through December 31, 2014 and compared the amount to the transportation expense reported in the preliminary 2014 Wayne 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 Wayne 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 Wayne County transportation expense account.

2) Admission

- a) We compared the number of students that participated in the free transportation program for the period from January 1, 2014 through September 30, 2014 reported in the preliminary 2014 Wayne 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 Wayne 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 26,574. 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 Wayne County Art Institute Authority report.
- b) We recalculated the admission expense reported in the preliminary 2014 Wayne 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 \$106,296 was recalculated by multiplying 26,574 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 commencing 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.

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3) Staff Time

- a) We obtained the DIA general ledger detail for the staff time - group reservations, learning and interpretation, and gallery teachers expense accounts for the period from January 1, 2014 through December 31, 2014 and compared the amount to the expense reported in the preliminary 2014 Wayne 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 Wayne 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 Wayne 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 Wayne County is based on the percentage of Wayne County school reservations compared to the total tri-county school reservations. For the period ended December 31, 2014, 57 percent, or \$8,762, of the Learning and Interpretation school relations coordinator position's wages and fringes expenses was allocated to Wayne County. No exceptions were identified in recalculating the expense allocation to Wayne County based on the DIA's methodology described above.
 - 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, \$55,657, of the gallery teachers' department's wages and fringes expenses were allocated to Oakland, Wayne, and Macomb Counties. Of the \$55,657, 51 percent, or \$28,580, was allocated to Wayne County. No exceptions were identified in recalculating the expense allocation to Wayne County based on the DIA's allocation methodology.

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- 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 was allocated to Oakland, Wayne, and Macomb Counties under the student curriculum development section of the service agreement with the Art Institute Authority. The allocation to Wayne County is based on the percentage of Wayne County school reservations compared to the total tri-county school reservations. For the period ended December 31, 2014, approximately 57 percent of the \$158,742, or \$90,602, of the group reservations department's wages and fringes expenses allocated to Oakland, Wayne, and Macomb Counties was allocated to Wayne County. No exceptions were identified in recalculating the expense allocation to Wayne 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 Wayne 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 2014 Wayne County Art Institute Authority report prepared by the DIA, total spending on senior programs was as follows:

| Category | Value |
|---|----------------|
| Senior Centers Millage Program (CWA) marketing, exposes | \$ 76,351.25 |
| <i>Behind the Seen</i> in-kind value | \$ 3,350.00 |
| Staff time - Community relations, group reservations | \$ 16,072.19 |
| Total senior program spending | \$ 95,773.44 |
| Service agreement | \$ 100,000.00 |
| 2013 Carryover* | \$ 12,710.72 |
| Variance | \$ (16,937.28) |

* 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.

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The procedures and the associated findings are as follows:

1) *Come Wonder Around* Program

- a) We obtained the DIA general ledger detail for the Wayne County expenses related to the *Come Wonder Around* Program for the period from January 1, 2014 through December 31, 2014 and compared the amount to the program expenses reported in the preliminary 2014 Wayne 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 Wayne 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 Wayne County expense accounts.
- c) We recalculated the guided gallery tour expense, included in the \$76,351.25 in the table above, reported in the preliminary 2014 Wayne 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 1,333. 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 Wayne County Art Institute Authority report.
- d) We recalculated the guided gallery tour expense reported in the preliminary 2014 Wayne 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 \$76,351.25, \$6,665 was recalculated by multiplying 1,333 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 from January 1, 2014 through December 31, 2014 reported in the preliminary 2014 Wayne County Art Institute Authority report prepared by the DIA to data maintained in the Learning & Interpretation department reports. We noted that *Behind the Seen* (formerly Speaker's Bureau) volunteers conducted 31 talks at various locations, including libraries, senior centers, and community centers.

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b) We recalculated the expense related to the talks provided through the *Behind the Seen* program, reported in the preliminary 2014 Wayne 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 but 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. For certain talks, no donation was received and the DIA assumed an in-kind value of \$150. As noted in 2a above, *Behind the Seen* volunteers conducted 31 talks at various locations. We recalculated the amount reported in the preliminary 2014 Wayne County Art Institute Authority report prepared by the DIA by multiplying the number of talks by the \$100-\$150 value utilized by the DIA. The \$3,350 expense was recalculated by multiplying 26 talks by the \$100 value per talk and 5 talks by the \$150 value per talk. 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 from January 1, 2014 through December 31, 2014 and compared the amount to the expense reported in the preliminary 2014 Wayne 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 Wayne 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 Wayne County by reviewing data maintained in the DIA's group reservation system.

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- 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, \$7,366 of the community relations department's wages and fringes expenses was allocated to Wayne County. No exceptions were identified in recalculating the expense allocation to Wayne 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 Wayne County is based on the percentage of Wayne County senior trip reservations compared to the total tri-county senior trip reservations. For the period ended December 31, 2014, 43 percent of the \$20,315, or \$8,707, of the total group reservation department's wages and fringes expenses allocated to Oakland, Wayne, and Macomb Counties was allocated to Wayne County. No exceptions were identified in recalculating the expense allocation to Wayne County based on the DIA's methodology above.

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."

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According to the preliminary 2014 Wayne 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 | \$ 235,168.64 |
| Curator talks, consulting, donations (In-kind) | \$ 42,963.60 |
| Staff time - Community relations, group reservations, public programs | \$ 81,402.63 |
| Total Investment | \$ 359,534.87 |
| Service agreement | \$ 300,000.00 |
| 2013 Shortfall * | \$ 144,952.90 |
| 2014 Goal | \$ 444,952.90 |
| Variance | \$ (85,418.03) |

* 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 Wayne County expenses related to community programs, including Inside/Out, DIA Away, and other community group programs, for the period from January 1, 2014 through December 31, 2014 and compared the amount to the expense reported in the preliminary 2014 Wayne 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 Wayne 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 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 Wayne County at a DIA determined rate of 44 percent based on the County's proportion of property tax revenue levied compared to the tri-county property taxes levied. During the year, the DIA changed the allocation methodology to the 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. Under the new methodology, certain expenses were allocated to Wayne County at a rate of 34 percent. No exceptions were identified in the testing of the sample of transactions accounted for in the Wayne County expense accounts. No exceptions were identified in recalculating the expense allocation to Wayne County based on the DIA's methodology described above.

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- 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 5-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 5 DIA Away trips in Wayne County in 2014. Therefore, the total amortized cost allocated to Wayne County was \$15,738.80. 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 from January 1, 2014 through December 31, 2014 reported in the preliminary 2014 Wayne County Art Institute Authority report prepared by the DIA to data maintained in the DIA's group reservation system. No exceptions were identified.
- b) We recalculated the expense, included in the \$42,963.60 above and related to curator talks conducted during the year, reported in the preliminary 2014 Wayne County Art Institute Authority report prepared by the DIA. Based on detail provided by the DIA, there were 18 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 \$8,500, included in the \$42,963.60 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 from January 1, 2014 through December 31, 2014 and recalculated the expense reported in the preliminary 2014 Wayne County Art Institute Authority report prepared by the DIA using data maintained in the DIA's group reservation system. We noted \$1,631.20 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 \$642.40 in total in-kind contributions for fairs and festivals materials. No exceptions were identified in recalculating the expense.

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- d) We obtained a listing of the Community Partnership Programs conservation talks and tours provided by the DIA for the period from January 1, 2014 through December 31, 2014 and recalculated the expense reported in the preliminary 2014 Wayne County Art Institute Authority report prepared by the DIA. Based on detail provided by the DIA, there were 6 conservation talks and tours given during 2014. We noted that the DIA assigned values of \$500 to the talks and \$1,000 - \$2,000 to the tours. We calculated an expense of \$6,000 based on the information provided by the DIA by taking the assigned value of each conservation tour, less the actual charges to the community groups, if any. An exception of \$500 was identified in recalculating the expense, as \$6,500 is included in the \$42,963.60 above.
- e) We recalculated the expense, included in the \$42,963.60 above, related to community partnership meeting room rentals provided during the year and reported in the preliminary 2014 Wayne 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 from January 1, 2014 through December 31, 2014 and recalculated the expense reported in the preliminary 2014 Wayne County Art Institute Authority report prepared by the DIA using data maintained in the DIA's group reservation system. We noted \$25,000 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, \$1,000 was charged for each lecture hall rental, \$500 was charged for each gallery rental, \$1,250 was charged for each Kresge court rental, and \$3,750 was charged for each auditorium rental. We recalculated the total in-kind contribution by adding 3 lecture hall rentals for \$3,000, 5 auditorium rentals for \$18,750, 1 Kresge court rental for \$1,250, 1 gallery rental for \$500, and 6 dining room rentals for \$1,500. The recalculated total was \$25,000. No exceptions were identified in recalculating the expense.
- f) We recalculated the expense, included in the \$42,963.60 above, related to waived studio fees during the year and reported in the preliminary 2014 Wayne County Art Institute Authority report prepared by the DIA. We obtained a listing of events requiring studio time provided by the DIA for the period from January 1, 2014 through December 31, 2014 and recalculated the expense reported in the preliminary 2014 Wayne County Art Institute Authority report prepared by the DIA using internal departmental reports. We noted \$690 of total in-kind contributions to various nonprofit organizations and schools. We noted 3 events with studio fees ranging from \$180 - \$300. 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 from January 1, 2014 through December 31, 2014 and compared the amount to the expense reported in the preliminary 2014 Wayne 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 Wayne County Art Institute Authority report.

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- 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 Wayne County by reviewing data maintained in the DIA's group reservation system and internal departmental reports.
 - 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 Wayne County. No exceptions were identified in recalculating the expense allocation to Wayne 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 Wayne County is based on the percentage of Wayne County community group reservations compared to the total tri-county community group reservations. For the period ended December 31, 2014, approximately 23 percent of the \$10,474, or \$2,398, of the group reservations department's wages and fringes expenses allocated to Oakland, Wayne, and Macomb Counties was allocated to Wayne County. No exceptions were identified in recalculating the expense allocation to Wayne 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 Wayne County to detail provided by the DIA with no exceptions. For the period ended December 31, 2014, \$18,830 of the Public Programming department's wages and fringes expenses was allocated to Wayne County. No exceptions were identified in recalculating the expense allocation to Wayne 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 from January 1, 2014 through December 31, 2014 and compared the amount to the expense reported in the preliminary 2014 Wayne 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 Wayne 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 Wayne County. No exceptions were identified in recalculating the expense allocation to Wayne 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 Wayne County Residents" of the Art Institute service agreement between the Wayne County Art Institute Authority and the Detroit Institute of Arts, Inc. for the period ended December 31, 2014. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Detroit Institute of Arts, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Plante & Moran, PLLC

April 8, 2015

Exhibit I

| | Account Number | Description | Amount | Date | Vendor | Invoice Number | Check Number |
|----|-----------------------|---|---------------|-------------|--|-----------------------------------|---------------------|
| 1 | 21-001-402-3373-E067 | Transportation to and from the DIA for Harms Elementary School (Detroit) | \$ 2,210.00 | 2/4/2014 | DHT | 41604 | 171178 |
| 2 | 21-001-402-3373-E067 | Transportation to and from the DIA for Carstens Elementary School (Detroit) for two buses | 340.00 | 6/23/2014 | DHT | 42900 | 173663 |
| 3 | 21-001-402-3373-E067 | Transportation to and from the DIA for Salem High School (Plymouth-Canton) for 4 buses | 1,720.00 | 2/25/2014 | PLYMOUTHCAN | DEC13-13 | 171395 |
| 4 | 21-001-402-3373-E067 | Transportation to and from the DIA for Harms Elementary School (Detroit) | 1,190.00 | 2/25/2014 | DHT | 41415 | 171414 |
| 5 | 21-001-402-3373-E067 | Transportation to and from the DIA for Fordson High (Dearborn) for two buses | 340.00 | 6/23/2014 | DHT | 43062 | 173663 |
| 6 | 21-001-402-3373-E067 | Transportation to and from the DIA for Harms Elementary School (Detroit) and Dickinson East Elementary (Hamtramck) | 5,100.00 | 3/19/2014 | DHT | 42163 | 171885 |
| 7 | 21-001-402-3373-E067 | Transportation to and from DIA for Robert J West Middle School (Taylor) for 3 buses | 573.75 | 6/30/2014 | DHT | 42258 | 174018 |
| 8 | 21-001-402-3373-E067 | Transportation to and from the DIA for Harms Elementary School (Detroit) and Dickinson East Elementary (Hamtramck) | 3,060.00 | 4/18/2014 | DHT | 42493 | 172528 |
| 9 | 21-001-402-3373-E067 | Transportation to and from the DIA for Neinas Elementary (Detroit) for 1 bus | 170.00 | 6/30/2014 | DHT | 43432 | 174018 |
| 10 | 21-001-402-3373-E067 | Transportation to and from the DIA for Harms Elementary School (Detroit) and Dickinson East Elementary (Hamtramck) | 2,720.00 | 5/16/2014 | DHT | 42864 | 173131 |
| 11 | 21-001-402-3373-E067 | Transportation to and from the DIA for Marshall Middle School (Wayne/Westland) | 1,252.50 | 5/16/2014 | Wayne-Westland Community Schools | CC8560 | 173120 |
| 12 | 21-001-402-3373-E067 | Transportation to and from the DIA for Stevenson High School (Livonia) for 4 buses | 1,235.36 | 5/16/2014 | Stevenson High school | 84008 | 173182 |
| 13 | 21-001-402-3373-E067 | Transportation to and from the DIA Meads Mill Middle School (Northville) for 5 buses | 2,026.00 | 6/4/2014 | NOPPUBSCH Trenton Public Schools | 2192014 | 173501 |
| 14 | 21-001-402-3373-E067 | Transportation to and from the DIA for Trenton Public Schools Spanish trip | 187.93 | 7/31/2014 | Trenton Public Schools | 10335 | 174574 |
| 15 | 21-001-402-3373-E067 | Transportation to and from the DIA for Dickinson Schools (Detroit) | 2,550.00 | 6/23/2014 | DHT | 84008 | 173663 |
| 16 | 21-001-402-3373-E067 | Transportation to and from the DIA for Central Middle School (Plymouth-Canton) for 5 buses | 1,755.00 | 7/11/2014 | PLYMOUTHCAN | 7613 | 174161 |
| 17 | 21-001-402-3373-E067 | Transportation to and from the DIA for Camp Frost @ Johnson (Livonia) | 1,497.00 | 10/8/2014 | STEVENSONHS | 84148 | 174967 |
| 18 | 21-001-402-3373-E067 | Transportation to and from the DIA for Wayne Westland Schools | 510.00 | 5/16/2014 | DHT | 41773 | 173131 |
| 19 | 21-001-402-3373-E067 | Transportation to and from the DIA for Oakland International Academy (Detroit) for 1 bus | 170.00 | 11/6/2014 | DHT | 44107 | 176224 |
| 20 | 21-001-402-3373-E067 | Transportation to and from the DIA for Gross Ile Schools | 270.00 | 4/23/2014 | GROILETOWSCH | B14193, B14194, B14195, B14196 | 172617 |
| 21 | 21-001-402-3373-E067 | Transportation to and from Marshall Middle School (Westland) for 3 buses | 510.00 | 12/19/2014 | DHT | 44161 | 177023 |
| 22 | 21-001-402-3373-E067 | Transportation to and from the DIA for Henderson Upper Elementary School (Detroit) for 1 bus | 292.32 | 12/19/2014 | TRINITYINC | 116258 | 177019 |
| 23 | 21-001-402-3373-E067 | Transportation to and from the DIA for Dickinson East Middle School (Hamtramck) and Foreign Language Immersion and Cultural Studies (Detroit) | 4,250.00 | 12/30/2014 | DHT | 44653 | 177150 |
| 24 | 21-001-402-3373-E067 | Transportation to and from the DIA for Churchill High School (Livonia) for 2 buses | 340.00 | 1/7/2015 | DHT | 44642 | 177238 |
| 25 | 21-001-402-3373-E067 | Transportation to and from the DIA for Low rey Elementary School (Dearborn) for 3 buses | 600.00 | 4/18/2014 | DEARBORNUPB | 624-2016 | 172454 |

Exhibit II

| | Account Number | Description | Amount | Date | Vendor | Invoice Number | Check Number |
|----|----------------------|--|-----------|------------|------------|----------------|--------------|
| | | Ruber jar openers for giveaways at senior event. Total expenses were \$1897.70. The allocation to the Counties was based on the proportion of property tax revenue levied - 44% to Wayne, 44% to Oakland, and 12% to Macomb. | | | | | |
| 1 | 21-001-315-3371-P040 | | \$ 833.36 | 1/28/2014 | VERINC | 0114-20625 | 170999 |
| 2 | 21-001-315-3373-P040 | Bus Reimbursement - 18 PAX ADA for Southgate American House | 675.00 | 11/4/2014 | PREEVESER | 14-253 | 176196 |
| 3 | 21-000-315-3373-P040 | Bus Reimbursement - 42 PAX ADA for Belleville September Days Senior Care and 29, 42 & 34 PAX ADA for Dearborn Oakwood Rehabilitation Center | 3,800.00 | 2/25/2014 | PREEVESER | 14023 | 171485 |
| 4 | 21-001-315-3373-P040 | Bus Reimbursement - 29 PAX ADA for Garden City Towers | 725.00 | 11/6/2014 | PREEVESER | 14-258 | 176196 |
| 5 | 21-001-315-3373-P040 | Bus Reimbursement - 52 PAX ADA for Wanda Bradley Group of Detroit | 875.00 | 12/30/2014 | PREEVESER | 14-297 | 177152 |
| 6 | 21-001-315-3373-P040 | Bus Reimbursement - 34 PAX ADA for Southgate Sanctuary at Maryhaven | 725.00 | 7/11/2014 | PREEVESER | 14125 | 174417 |
| 7 | 21-001-315-3373-P040 | Bus Reimbursement - 34 PAX ADA for Dearborn Henry Ford Village | 725.00 | 7/11/2014 | PREEVESER | 14131 | 174417 |
| 8 | 21-001-315-3373-P040 | Bus Reimbursement - 42 PAX ADA Gross Pointe Woods Sunrise Senior Living & 48 PAX School Bus | 1,375.00 | 7/11/2014 | PREEVESER | 14133 | 174417 |
| 9 | 21-001-315-3441-P040 | Advertisement in Gross Pointe News for free senior admission event at DIA | 1,340.00 | 5/16/2014 | GPNEWS | 300028305 | 173063 |
| 10 | 21-001-315-3441-P040 | Advertisement in Detroit News for free senior admission event at DIA | 749.76 | 5/30/2014 | DETNEWS | 5857267 | 173458 |
| 11 | 21-001-315-3373-P040 | Bus reimbursement - 56 PAX for Detroit Oak Grove AME Church | 875.00 | 10/8/2014 | PREEVESER | 14-146 | 174691 |
| 12 | 21-001-315-3373-P040 | Bus Reimbursement - 30 PAX for Trenton Seniors | 750.00 | 10/8/2014 | PREEVESER | 14-148 | 174691 |
| 13 | 21-001-315-3373-P040 | Bus Reimbursement - 29 & 56 PAX Bus and 2 Vans for Dearborn Henry Ford Retirement Village | 2,350.00 | 10/8/2014 | PREEVESER | 14-143 | 174953 |
| 14 | 21-001-315-3373-P040 | Bus Reimbursement - 35 PAX for Riverview Seniors | 675.00 | 10/8/2014 | PREEVESER | 14-149 | 175282 |
| 15 | 21-001-315-3373-P040 | Bus Reimbursement - 34 PAX ADA for Detroit Missionary Baptist Church | 775.00 | 10/8/2014 | PREEVESER | 14-198 | 175274 |
| 16 | 21-001-315-3373-P040 | Bus Reimbursement - 29 and 56 PAX ADA for Dearborn Henry Ford Retirement Village | 1,600.00 | 10/8/2014 | PREEVESER | 14-200 | 175274 |
| 17 | 21-001-315-3373-P040 | Bus Reimbursement - 29 PAX ADA for Taylor St. Paul United Church of Christ in Taylor | 725.00 | 10/29/2014 | PREEVESER | 14-231 | 175636 |
| 18 | 21-001-315-3373-P040 | Bus Reimbursement - 24 PAX Mini Van for Canton Senior Center | 675.00 | 11/4/2014 | PREEVESER | 14-259 | 176196 |
| 19 | 21-001-315-3373-P040 | Bus Reimbursement - 56 PAX ADA for Detroit Village of Woodbridge Manor | 875.00 | 11/26/2014 | PREEVESER | 14-280 | 176553 |
| 20 | 21-001-315-3373-P040 | Bus Reimbursement - 56 PAX ADA for Detroit City View Senior Tower | 875.00 | 1/7/2015 | PREEVESER | 14-321 | 177244 |
| 21 | 21-001-315-3373-P040 | Bus Reimbursement - 56 PAX ADA for Detroit, Theresa Maxis Apartments | 875.00 | 1/9/2015 | PREEVESER | 14-331 | 177326 |
| 22 | 21-001-315-3441-P040 | Advertisement in Michigan Catholic Newspaper for free senior admission event for Wayne County. Total expenses were \$731. The allocation to the Counties was based on the proportion of property tax revenue levied - 44% to Wayne, 44% to Oakland, and 12% to Macomb. | 321.64 | 5/16/2014 | MICATHOLIC | MICA8876-002 | 173082 |
| 23 | 21-001-315-3373-P040 | Bus Reimbursement - 52 PAX ADA for Detroit, Delta Dears | 875.00 | 12/30/2014 | PREEVESER | 14-316 | 177152 |
| 24 | 21-001-315-3441-P040 | Advertisement in Michigan Catholic Newspaper for free senior admission event for Wayne County. Total expenses were \$731. The allocation to the Counties was based on the proportion of property tax revenue collected and distributed to the Detroit Institute of Arts - 34% to Wayne, 43% to Oakland, and 23% to Macomb. | 248.54 | 12/5/2014 | MICATHOLIC | MICA50253-001 | 177312 |
| 25 | 21-001-315-3441-P040 | Advertisement in Gross Pointe News for free senior admission event for Wayne County | 1,340.00 | 12/5/2014 | GPNEWS | 300037815 | 176583 |

Exhibit III

| | Account Number | Description | Amount | Date | Vendor | Invoice Number | Check Number |
|----|----------------------|---|-------------|------------|--------------|--------------------|--------------|
| 1 | 21-001-315-3554-P045 | 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 |
| 2 | 21-001-315-3319-P045 | Public Relations services by Berg Muirhead & Associates for Community relations program | 2,786.08 | 6/6/2014 | MUIRHEADB | 2972 | 173669 |
| 3 | 21-001-315-3319-P045 | Public Relations services by Berg Muirhead & Associates for Community relations program | 2,687.96 | 6/23/2014 | MUIRHEADB | 3027 | 173669 |
| 4 | 21-001-315-3371-P045 | Catering services for Center for MI Community Booking from Sodexo Inc. & Affiliates | 2,164.00 | 5/6/2014 | SODEXOHO | 237786 | 173025 |
| 5 | 21-001-315-3373-P045 | 56 PAX for Belleville Library, Livonia Rec Center, Woodhaven Center, and Dearborn City Hall Two Samurai Project videos displayed at DIA from AdWater Media LLC. Total expenses were \$2,950. The allocation to the Counties was based on the proportion of property tax revenue levied - 44% to Wayne, 44% to Oakland, and 12% to Macomb. | 4,575.00 | 5/5/2014 | PREEVESER | 14061 | 172844 |
| 6 | 21-001-315-3441-P045 | | 1,298.00 | 7/24/2014 | ADWMEDLLC | 0011 | N/A |
| 7 | 21-001-505-3316-P045 | Workshop and Performance by Las Cafeteras for Friday Night Live from Folklore, Inc. Performance by Student League of Detroit for Friday Night Live from Tuesday Musicales of Detroit | 5,000.00 | 7/16/2014 | FOLKLOREINC | FNL 061314 BAL | 174263 |
| 8 | 21-001-505-3316-P045 | | 1,000.00 | 8/8/2014 | THETUEMUSDET | FNL4/5/14 | 174686 |
| 9 | 21-001-315-3373-P050 | Bus Reimbursement - 18 and 42 PAX for Detroit Focus Hope Inside/Out Salary for L & I Studio Program Manager @ Children Hospital of MI FDN Grant (Grant period 1/1/14 - 12/31/14). Healing Arts Program. | 1,325.00 | 7/22/2014 | PREEVESER | 14122 | 174417 |
| 10 | 21-001-402-3111-P045 | | 1,279.08 | 1/12/2015 | SALARIES | N/A | N/A |
| 11 | 21-001-402-3138-P045 | Salary for Studio Assistants of L & I Community Programs @ Detroit Medical Center | 1,821.22 | 12/15/2014 | SALARIES | N/A | N/A |
| 12 | 21-001-402-3373-P045 | Bus Reimbursement - 18 PAX ADA to Detroit Hannan House for community art making project | 675.00 | 10/29/2014 | PREEVESER | 14-226 | 175636 |
| 13 | 21-001-520-3318-P045 | Film rental at Willow Metropark (Wayne Co.) from Rialto Pictures | 1,000.00 | 10/8/2014 | RIALTO | AUG1-18DEP | 174400 |
| 14 | 21-001-520-3318-P045 | DCP outdoor film screening at Willow Metropark from Janus Films | 1,000.00 | 10/8/2014 | JANUSFILMS | 9568 | 174558 |
| 15 | 21-001-520-3385-P045 | Projection, screen, and AV rental for film screening by Deutsch, Inc. for Willow Metropark | 10,419.17 | 10/8/2014 | DEUINC | 14-0829 | 173920 |
| 16 | 21-001-520-3385-P045 | Two generators for films at Willow metro park from United Rentals Inc. | 1,062.48 | 10/8/2014 | UNITEDNOR | 121928512-001 | 175093 |
| 17 | 21-001-315-3325-P045 | Install and remove two I/O pop up displays in Dearborn | 670.00 | 10/14/2014 | LAVANWAY | 014021 | 175591 |
| 18 | 21-001-315-3373-P045 | Bus reimbursement - 52 PAX ADA and 35 PAX mini for Gross Pointe Farms Public Library | 1,650.00 | 10/8/2014 | PREEVESER | 14-142 | 174691 |
| 19 | 21-001-315-3451-P045 | Master and City Maps of Detroit Printing expenses. Total expenses were \$32,000. The expenses were allocated evenly to Wayne, Oakland, and Macomb Counties. | 1,819.00 | 4/14/2014 | PROPRINT | 42500 | 172714 |
| 20 | 21-001-315-3451-P045 | | 10,665.60 | 11/12/2014 | ASSPRIMAR | FO 53564 | N/A |
| 21 | 21-001-505-3316-P045 | Ofrenda alter and artist talk from Zoe Villegas for new display at the DIA | 1,300.00 | 10/29/2014 | VILLEGASZ | OFRENDA 10/24-11/2 | 175995 |
| 22 | 21-001-505-3316-P045 | Ofrenda alter and artist talk from Melissa Dettloff for new display at the DIA | 500.00 | 11/4/2014 | DETTLOFFM | OFRALT10/24-11/2 | 176021 |
| 23 | 21-001-505-3325-P045 | Materials, labor and equipment related to installation of new ofrenda alter exhibit display at DIA | 1,620.00 | 11/12/2014 | MASTERCRAFT | 5035 | 176327 |
| 24 | 21-000-505-3316-P045 | Ofrenda alter and artist talk from Catherine Peet for new display at the DIA | 200.00 | 11/4/2014 | PEETC | OFRALT10/24-11/2 | 176051 |
| 25 | 21-001-315-3441-P045 | Advertising & Publicity in Detroit Free Press. Total expenses were \$8,173.83. The allocation to the Counties was based on the proportion of property tax revenue collected and distributed to the Detroit Institute of Arts - 34% to Wayne, 43% to Oakland, and 23% to Macomb. | 2,779.10 | 12/1/2014 | Michigan.com | 069219006 | N/A |