

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, 2020 through December 31, 2020. 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 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 2020 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."

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According to the preliminary 2020 Macomb County Art Institute Authority report prepared by the DIA, total spending on school programs was as follows:

Transportation	\$27,398.96
Staff time - Group reservations and learning and audience engagement (school relations coordinator, gallery teachers, and director of education programs)	\$30,740.13
Total school program spending	\$58,139.13
Service agreement	\$75,000.00
Variance	\$(16,860.87)

The procedures and the associated findings are as follows:

1) Transportation

- a) We obtained the DIA general ledger detail for the Macomb County, Michigan (Macomb County) transportation expense account for the period from January 1, 2020 through December 31, 2020 and compared the amount to the transportation expense reported in the preliminary Macomb County Art Institute Authority report.
- b) We selected a sample of 10 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. There were no exceptions identified in the sample of transactions accounted for under the Macomb County transportation expense.
- c) We obtained the DIA's calculation of the spending for the student curriculum development and agreed inputs to the amounts recorded in the general ledger. We observed there was a spending shortfall of \$16,860.87 in 2020.

2) Staff Time

- a) We obtained the DIA general ledger detail for the staff time for the group reservations and learning and audience engagement (gallery teachers, director of education programs, and school relations coordinator) departments for the period from January 1, 2020 through December 31, 2020 and compared 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 2020 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. No exceptions were identified.

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- 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 confirmed 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 learning and audience engagement department, there was a school relations coordinator 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. This was the same for the director of education programs. For the period from January 1, 2020 through December 31, 2020, 60 percent of the school relations coordinator's wages and fringes for the period of January through March was allocated to the counties of Oakland, Wayne, and Macomb, Michigan. For the period from January 1, 2020 through March 31, 2020, 45 percent of the director of education programs' wages and fringes was allocated to the counties of Oakland, Wayne, and Macomb, Michigan. The total wages and fringes allocated for these two positions was \$19,869, with \$6,623 allocated to Macomb County, Michigan.
- ii) There were 10 gallery teacher positions 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 wages and fringe benefit expenses were reduced for time spent on tasks unrelated to school programs from March 22, 2020 through December 31, 2020. 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 using data from 2019, as this was the most recent year with full activity. For the period from January 1, 2020 through December 31, 2020, \$67,769 of the gallery teachers' wages and fringes expenses were allocated to the counties of Oakland, Wayne, and Macomb, Michigan. Of the \$67,769, 18.78 percent, or \$12,726, was allocated to Macomb County, Michigan.
- iii) In the group reservations department, there were eight positions 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 for the period of January through March 2020. One group reservations department position was 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 for the period of April through June 30, 2020. The wages and fringes of the group reservations department were allocated to the counties based on the percentage of tri-county school reservations compared to total reservations in the DIA's group reservation system in 2019, as this was the most recent year with full activity. For the period from January 1, 2020 through June 30, 2020, 67.11 percent, or \$60,658, of the group reservations department's wages and fringes expenses was allocated to the counties of Oakland, Wayne, and Macomb, Michigan. The allocation to Macomb County was based on the percentage of Macomb County school reservations compared to the total tri-county school reservations. For the period from January 1, 2020 through December 31, 2020, 18.78 percent of the \$60,658, or \$11,391, was allocated to Macomb County, Michigan.

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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 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 2020 Macomb County Art Institute Authority report prepared by the DIA, total spending on senior programs was as follows:

Senior Millage Program - Transportation, hospitality, and other costs related to Thursdays at the Museum senior program	\$13,321.83
Staff time - Learning and audience engagement, group reservations, and studio	\$9,872.21
Total senior program spending	\$23,194.04
Service agreement	\$50,000.00
Variance	\$(26,805.96)

The procedures and the associated findings are as follows:

1) Thursdays at the Museum Program

- a) We obtained the DIA general ledger detail for the Macomb County expenses related to the Thursdays at the Museum program for the period from January 1, 2020 through December 31, 2020 and compared the amount to the program expenses reported in the preliminary 2020 Macomb County Art Institute Authority report prepared by the DIA. We observed that the program expenses consisted of transportation, hospitality, and other costs related to the Thursdays at the Museum senior program. No exceptions were identified in comparing the amount per the DIA general ledger to the preliminary 2020 Macomb 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 10 transactions was judgmentally selected. We agreed the expense amount per the general ledger to the related invoice or supporting documentation. There were no exceptions identified in the sample of transactions accounted for in the Macomb County expense accounts.
- c) We obtained the DIA’s calculation of the spending for the Thursdays at the Museum program and agreed inputs to the amounts recorded in the general ledger. We observed there was a spending shortfall of \$26,805.96 in 2020.

2) Staff Time

- a) We obtained the DIA general ledger for the staff time - learning and audience engagement, studio, and group reservations expense accounts for the period from January 1, 2020 through December 31, 2020 and compared 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 the summary payroll data maintained by the DIA. No exceptions were identified.

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- 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 confirmed 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 eight positions whose wages and fringes were partially allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the Senior Programs section of the service agreement with the Macomb County Art Institute Authority. The wages and fringes of the group reservations department were 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 in 2019, as this was the most recent year with full activity. For the year ended December 31, 2020, approximately 16.80 percent, or \$15,187, of the group reservation department's wages and fringes expenses was allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the Senior Programs section of the service agreement with the Macomb County Art Institute Authority. The allocation to Macomb County was based on the percentage of Macomb County senior trip reservations compared to the total tri-county senior trip reservations. For the period from January 1, 2020 through December 31, 2020, 27.13 percent of the \$15,187, or \$4,121, was allocated to Macomb County, Michigan.
- ii) In learning and audience engagement, there were four positions whose wages and fringes were partially allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the Senior Programs section of the service agreement with the Macomb County Art Institute Authority. There was also one position, community engagement manager, whose wages and fringes were partially allocated to Macomb County under the Senior Programs section of the service agreement with the Macomb County Art Institute Authority. For the period from January 1, 2020 through December 31, 2020, the learning and audience engagement department's wages and fringes allocated to the Senior Programs were \$16,187, with \$5,259 allocated to Macomb County, Michigan.
- iii) In the studio department, there were nine employees whose wages and fringes were partially allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the Senior Programs section of the service agreement with the Macomb County Art Institute Authority. A portion of the wages and fringes for those positions was allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the Senior Programs section of the service agreement with the Macomb County Art Institute Authority based on actual hours worked on specific senior program projects. For the nine positions, we agreed the project hours allocated to Macomb County to detail provided by the DIA. For the period from January 1, 2020 through December 31, 2020, the studio department's wages and fringes allocated to the Senior Programs were \$1,359, with \$492 allocated to Macomb County, Michigan.

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."

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According to the preliminary 2020 Macomb County Art Institute Authority report prepared by the DIA, total spending on community programs was as follows:

Community Partnership Programs	\$76,056.02
Staff time - Studio, group reservations, and learning and audience engagement	\$46,503.70
Total investment	\$122,559.72
Service agreement	\$75,000.00
Variance	\$47,559.72

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 Partners in Public Art and Inside | Out, for the period from January 1, 2020 through December 31, 2020 and compared the amount to the expenses 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 Macomb 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 10 transactions was judgmentally selected. We agreed the expense amount per the general ledger to the related invoice or supporting documentation. Sample transaction #3 in Exhibit III in the amount of \$12,970.00 was related to an expense in 2019 that was recorded in the Macomb County expense account in 2020 and not accrued for in the year ended December 31, 2019. No other timing differences were identified in the sample of transactions accounted for under the Macomb County community partnership programs expense.
- 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 observed there was not a spending shortfall in 2020.

2) Staff Time

- a) We obtained the DIA general ledger detail for group reservations and learning and audience engagement staff time for the period from January 1, 2020 through December 31, 2020 and compared the amount to the expense reported in the preliminary 2020 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.

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c) We confirmed 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) For the learning and audience engagement department, there were five positions whose wages and fringes were partially allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the community collaborations section of the service agreement with the Macomb County Art Institute Authority.

- The assistant director of community engagement's time was allocated 45 percent to community collaborations.
- The director of studio program's time was allocated 60 percent to community collaborations.
- The studio outreach coordinator's time were allocated 60 percent to community collaborations.
- The director of education program's time was allocated 6 percent to community collaborations.
- The Macomb County community engagement manager's time was allocated 60 percent to community collaborations to Macomb County only.

For the period from January 1, 2020 through December 31, 2020, the total wages and fringes of the learning and audience engagement staff involved in community partnership programs was \$124,145. For the year ended December 31, 2020, \$40,236 was allocated to Macomb County, Michigan.

ii) In the studio programs department, there was one position whose wages and fringes were partially allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the community collaborations section of the service agreement with the Macomb County Art Institute Authority. The studio outreach coordinator's time was allocated 60 percent to community collaborations for the period of January through March 2020. The wages and fringes were then divided among the three counties according to the position's appropriate allocation. For the period from January 1, 2020 through December 31, 2020, \$8,723 of the community relations department's wages and fringes expenses was allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the community collaborations section of the service agreement with the Macomb County Art Institute Authority. For the period from January 1, 2020 through December 31, 2020, \$2,908 was allocated to Macomb County, Michigan.

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- iii) In the group reservations department, there were eight positions whose wages and fringes were partially allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the community collaborations section of the service agreement with the Macomb County Art Institute Authority. The wages and fringes of the group reservations department were allocated to the counties under the community collaborations section of the service agreement with the Macomb County Art Institute Authority based on the percentage of tri-county community group reservations compared to total reservations in the DIA's group reservation system in 2019, as this was the most recent year with full activity. For the period from January 1, 2020 through December 31, 2020, 3.18 percent, or \$2,872, of the group reservations department's wages and fringes expenses were allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the community collaborations section of the service agreement with the Macomb County Art Institute Authority. The allocation to Macomb County was based on the percentage of Macomb County community group reservations compared to the total tri-county community group reservations. For the period from January 1, 2020 through December 31, 2020, 29.03 percent, or \$834, was allocated to Macomb County, Michigan.
- iv) In the studio department, there were five employees whose wages and fringes were partially allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the Community Collaborations section of the service agreement with the Macomb County Art Institute Authority. A portion of the wages and fringes for those positions was allocated to the counties of Oakland, Wayne, and Macomb, Michigan under the Community Collaborations section of the service agreement with the Macomb County Art Institute Authority based on actual hours worked on specific Community Collaborations projects. For the five positions, we agreed the project hours allocated to Macomb County to detail provided by the DIA. For the period from January 1, 2020 through December 31, 2020, the studio department's wages and fringes allocated to the community collaborations were \$52,841, with \$2,526 allocated to Macomb County, Michigan.

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, 2020 through December 31, 2020. 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.

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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

April 12, 2022

Exhibit I

Financial			Location of	Amount	Check No.	Invoice Number	Invoice Date	Vendor
Item	Row	Description	Performance					
1	6750	Bus Reimbursement for Willow Woods 11/14/19	Warren	\$ 333.90	210336	31918	11/14/2019	WARREN WOODS PUBLIC SCHOOLS
2	6750	Bus Reimbursement for Dakota High School 12/11/19	Clinton Townshp	\$ 489.70	209948	20245	12/12/2019	CHIPPEWA VALLEY SCHOOLS
3	6750	Bus Reimbursement for L'Anse Creuse Middle School North 12/3/19 &	Macomb	\$ 1,482.12	210037	MSN2019	1/9/2020	L ANSE CREUSE PUBLIC SCHOOLS
4	6750	Bus Reimbursement for Harwood Elementary 1/28/20	Sterling Heights	\$ 423.00	210980	32186	1/28/2020	WARREN CONSOLIDATED SCHOOLS
5	6750	Bus Reimbursement for Community Ed Center @ Walsh 1/10/20	Sterling Heights	\$ 257.50	210316	60277	2/5/2020	DHT TRANSPORTATION
6	6750	Bus Reimbursement for St Marys 3/11/20	Mt. Clemens	\$ 357.50	211176	0174	2/11/2020	MACOMB TRANSPORTATION SERVICES
7	6750	Bus Reimbursement for Tenniswood Elementary 1/21/20	Clinton Townshp	\$ 681.54	210822	2019B	Tenniswood Elementary 2/13/2020	L ANSE CREUSE PUBLIC SCHOOLS
8	6750	Bus Reimbursement for Community Ed Center @ Walsh 2/7/20	Sterling Heights	\$ 257.50	210629	60285	3/2/2020	DHT TRANSPORTATION
9	6750	Bus Reimbursement for Romeo MS 3/11/20	Romeo	\$ 1,264.83	211289	10064	3/16/2020	ROMEO COMMUNITY SCHOOLS
10	6750	Bus Reimbursement for Wilde 2/25/20	Warren	\$ 436.50	211297	32192	2/25/2020	WARREN CONSOLIDATED SCHOOLS

Exhibit II

Financial			Location of	Amount	Check No.	Invoice Number	Invoice Date	Vendor
Item	Row	Description	Performance					
1	6370	Cookie and Coffee Reception - Catering Services	Allocated to all 3 Counties	\$ 349.56	210927	2965	3/11/2020	Culinaire International Inc.
2	6370	April Shipp Art Demo 2/13/2020	Allocated to all 3 Counties	\$ 166.70	210202	FEB13/2020	2/4/2020	April E. Shipp
3	6730	Senior Thursday Reception - 1/16/20 - 22712	Allocated to all 3 Counties	\$ 195.04	210134	2839	1/20/2020	Culinaire International Inc.
4	6730	Senior Thursday Reception - 2/20/20 - 23536	Allocated to all 3 Counties	\$ 388.08	210625	2921	2/24/2020	Culinaire International Inc.
5	6750	Bus Reimbursement for Senior Thursday 3/5/20 - Macomb Twp Parks & Rec Seniors	Macomb Townshp	\$ 950.00	210957	20-032	3/16/2020	PREMIUM EVENT SERVICES, LLC
6	6750	Bus Reimbursement for Senior Thursday 1/16/20 - St. Martin DePores Church Seniors (Warren)	Warren	\$ 850.00	210054	20-002	1/22/2020	PREMIUM EVENT SERVICES, LLC
7	6750	Bus Reimbursement for Senior Thursday 1/2/20 - Advantage Living Center Armada Village	Armada	\$ 1,050.00	210180	20-003	1/30/2020	PREMIUM EVENT SERVICES, LLC
8	6750	Bus Reimbursement for Senior Thursday 2/6/20 - St. Clair Shores Cultural Committee	St. Clair Shores	\$ 875.00	210474	20-019	2/14/2020	PREMIUM EVENT SERVICES, LLC
9	6750	Bus Reimbursement for Senior Thursday 2/13/20 - Knox Presbyterian Church Seniors (Harrison Twp)	Harrison Townshp	\$ 975.00	210589	20-020	2/24/2020	PREMIUM EVENT SERVICES, LLC
10	6750	Bus Reimbursement for Senior Thursday 2/20/20 - The Retreat Condo Seniors (Macomb)	Macomb	\$ 1,075.00	ACH	20-024	2/28/2020	PREMIUM EVENT SERVICES, LLC

Exhibit III

Item	Financial Row	Description	Location of Performance	Amount	Check No.	Invoice Number	Invoice Date	Vendor
1	6370	MIC - Wendy Popko Eastpointe PIPA mural	Eastpointe	\$ 7,500.00	212119	PR6-OCT30/20DEP	9/18/2020	Wendy Popko
2	6750	Bus Reimbursement for Chaldean Community Foundation	Sterling Heights	\$ 775.00	211254	20-034	3/16/2020	PREMIUM EVENT SERVICES, LLC
3	6380	Mount Clemens Art City	Mt. Clemens	\$ 12,970.00	210825	17451	3/5/2020	LAVANWAY SIGN CO INC
4	6380	ATC map graphic design	Mt. Clemens	\$ 874.00	211562	30915	3/10/2020	GRIGG GRAPHIC SERVICES, INC
5	6410	MIC - Recognition Panel	Eastpointe	\$ 950.00	210571	9494	2/14/2020	IDEATION ORANGE
6	6440	ATC Mount Clemens Art City map printing.	Mt. Clemens	\$ 1,950.40	212190	82039	3/12/2020	American Graphics Printing Co.
7	6440	Commemorative Sign for 2020 Eastpointe PIPA Mural	Eastpointe	\$ 1,225.00	212686	9779	11/16/2020	IDEATION ORANGE
8	6380	IOP tricounty art finder maps	Allocated to all 3 Counties	\$ 4,050.80	211609	31134	6/26/2020	GRIGG GRAPHIC SERVICES, INC
9	6750	ABP - Bus Reimbursement for Ed Bruley MCEP 1/7/20	Mt. Clemens	\$ 975.00	210180	20-006	1/30/2020	PREMIUM EVENT SERVICES, LLC
10	6750	GSM - Bus Reimbursement for Girl Scouts 1/26/20 - Macomb	Macomb	\$ 1,050.00	210286	20-012	2/4/2020	PREMIUM EVENT SERVICES, LLC