

GRACE ACADEMY

TRUSTEES & NON-TRUSTEE VOTING MEMBERS

INDEPENDENCE & CONFLICTS OF INTEREST DISCLOSURE

Being a Trustee or non-trustee voting member of a Board committee with delegated powers of Grace Academy is a position of trust that must be exercised in honesty and good faith. Holding such a position requires loyalty that is undivided and allegiance that is influenced only by consideration for the welfare of the School and the pursuit of its tax-exempt mission. In order to ensure that your fiduciary duties to the School are not inadvertently compromised, all trustees and non-trustee voting members are required to complete this "Independence & Conflicts of Interest Disclosure Statement" annually, for each fiscal year.

Attached is a copy of the Conflicts of Interest Policy adopted by Grace Academy. Please review the policies carefully. After you review, please answer the questions included on the questionnaire and return the completed questionnaire to: the Board Chairman.

The questions asked below are continuing in nature, and you have an affirmative obligation to update your answers in the future if circumstances arise that may result in rendering any of your current answers inaccurate.

Reporting Period – Please answer the following questions based on what your status currently is, as well as, what you status was for the most current fiscal year ended (July 1, 2008 – June 30, 2009.)

PERSONAL INFORMATION:

Name: _____

Please check all that apply:

- I am a voting Trustee/Board member
- I am a non-trustee voting member of a Board committee with delegated powers
List Committee(s): _____
- I am an ex-officio Trustee/Board member
- I am an employee
- I am an officer of the Board
List Office: _____

Employer Name (if not Grace Academy):

Business Title/Position: _____

INDEPENDENCE QUESTIONS

Please attach a separate sheet containing detailed information regarding any questions that are answered "yes," including the names and relationships of the persons involved and the amounts involved, as applicable.

1. Were you compensated as an officer or other employee of the organization or of a related organization?

___ Yes ___ No

2. Did you receive total compensation or other payments exceeding \$10,000 for the year from the School or from related organizations as an independent contractor, other than reimbursement of expenses under an accountable plan or reasonable compensation for services provided in the capacity as a member of the governing body?

___ Yes ___ No

3. Were you, or any *family member*, involved (directly or indirectly) in any of the following *contracts or transactions* with the School or related organization during the fiscal year?

- a. Engaged in an excess benefit *contracts or transaction*?

(An excess benefit *contracts or transaction* is when a tax-exempt organization directly or indirectly provides to or for the use of a disqualified person an economic benefit the value of which exceeds the value of the consideration received by the School for providing such a benefit.)

___ Yes ___ No

- b. A borrower or lender?

___ Yes ___ No

- c. Had total business *contracts or transactions*, paid during the fiscal year, which exceeded \$100,000 in aggregate?

___ Yes ___ No

- d. Had a single business *contract or transaction*, paid during the fiscal year, which exceeded the greater of \$10,000 or 1% of the School's total revenues, which is _____.

___ Yes ___ No

- e. Had compensation payments to a *family member* that exceeded \$10,000.

___ Yes ___ No

CONFLICT OF INTEREST QUESTIONS

Please attach a separate sheet containing detailed information regarding any questions that are answered “yes,” including the names and relationships of the persons involved and the amounts involved, as applicable.

1. RELATIONSHIPS WITH THE SCHOOL

Answer “yes” to any of the questions below if the answer is affirmative as to you, any of your *family members*, or any business in which you are an officer, director, or in which you own a 35% or more interest.

- a. Received any direct or indirect payment, loan, grant, or other cash or non-cash economic benefit from the School?

___ Yes ___ No

- b. Made any direct or indirect payment, loan, grant, or contribution or extended any cash or non-cash benefits to the School, other than a gift within the School’s tax-exempt mission?

___ Yes ___ No

- c. Leased any office, other real property, equipment, or other personal property from the School?

___ Yes ___ No

- d. Entered into any contract, agreement or arrangement for the provision of goods or services (including but not limited to legal, accounting, banking, insurance, or consulting services) to the School?

___ Yes ___ No

- e. Employed or retained the services of any individual who serves as a director, trustee, officer, or employee of the School?

___ Yes ___ No

2. FAMILY RELATIONSHIPS

Do you have any *family relationship* with any board member, officer, or employee of the School?

Yes No

3. BUSINESS RELATIONSHIPS

Are you an officer, director, or 35% or more owner of a business that employs another School board member, officer, or employee?

Yes No

Other than in the ordinary course of business, have you engaged in any business *contracts or transactions* with any other School board member, officer, or employee involving a transfer of cash or property valued in excess of \$10,000 during the past year?

Yes No

Are you a 10% or more owner of any business enterprise as to which another School's board member, officer, or employee is also a 10% or more owner?

Yes No

4. GIFTS AND ENTERTAINMENT

During the past year, have you received gifts, payments and/or entertainment (other than common business courtesies which are reasonable in nature and cost) from people doing business with the School?

Yes No

5. OTHER PERCEIVED CONFLICTS OF INTEREST

Have you been involved in any other activity during the past year that might be perceived as a possible *conflict of interest*?

Yes No

I hereby certify that I have read the attached Independence Policy & Conflict of Interest Policy and that I understand the provisions contained therein. Furthermore, I agree to comply with both of these policies and that to the best of my knowledge, the foregoing information is complete and accurate. I certify that I have fully disclosed any lack of independence and any conflict or perceived conflicts with the School. I further agree to update this information immediately if any circumstances change that affect my independence or result in a potential conflict of interest.

Signature

Date