



**Florida Department of Environmental Protection
CITIZEN SUPPORT ORGANIZATION
2022 LEGISLATIVE REPORT
(pursuant to Section 20.058 Florida Statutes)**

Citizen Support Organization (CSO) Name: Citizens for the St. Sebastian Preserve, Inc.

Mailing Address: 1000 Buffer Preserve Drive, Fellsmere, Fl 32948-9611

Telephone Number: 321-953-5004

Website Address (*required if applicable*): <https://www.nbbd.com/npr/cpa/>

Check to confirm your Code of Ethics is posted conspicuously on your website.

Statutory Authority:

Section 20.2551, F.S., Citizen support organizations; use of property; audit; public records; partnerships. In summary, the statute specifies the organizational requirements, operational parameters, duties of a CSO to support the Department of Environmental Protection (Department), or individual units of the Department, use of Department property, audit requirements, public records requirements, and authorizes public-private partnerships to enhance lands managed by the Department.

Section 258.015, F.S., Citizen support organizations; use of property; audit. In summary, the statute defines a CSO, requires authorization by the Division of Recreation and Parks, and specifies the use of property. This statute authorizes the Partnerships in Parks (PIP) program for state parks, the program's operational parameters, CSO's operational parameters, and donor recognition.

YOUR MISSION AND LAST CALENDAR YEAR'S PROGRAM ACCOMPLISHMENTS:

CSO's Mission: (Consistent with your Articles and Bylaws)

To provide both financial and volunteer support to the St. Sebastian River Preserve State Park.

Describe Last Calendar Year's Results Obtained: Brag! (List or discuss the past calendar year's accomplishments and contributions. Cite specific support from last calendar year's Annual Program Plan.)

The Citizens for the St. Sebastian Preserve have helped purchase additional equipment and supplies for the ever-tightening park budget.

With the support of our CSO, the largest purchase has been the game cameras and monocular. The game cameras have assisted our local FWC officers to assist us with providing photographic evidence with ongoing cases.

The monocular is a specialized tool to assist local FWC officers to have better vision while patrolling the park, especially at night.

For Staff and volunteers, who have participated in our team days have had the opportunity to have lunch provided by the CSO.

To generate advertising space at the spillway and pavilions, the CSO purchased brochure holders, which are enclosed so during they rainy season the paper stays dry.

The prescribed fire team has identified that during wildfire season, it was helpful to have a second pair of fire boots. Most times, fire team staff are out of the fire line for several days and the boots just don't dry out and cause health issues to their feet. To keep our fire teams comfortable and fighting fire, the CSO will support by contributing a portion of the cost to replace fire boots or second pair of fire boots.

Describe the CSO's Plans for the Next Three Calendar Years:

The CSO's goal for the next three years will be to continue providing financial support to the Preserve as needed.

Staff and Volunteer recognitions may include luncheons, donuts for a morning meeting or possibly and/or afternoon ice cream social on a hot summer day. Finding new ways to support staff and volunteers to make them feel appreciated and making their job easier is key. Providing food or or specialized safety equipment for our prescribed fire team is a benefit the Citizens for the St. Sebastian Preserve can assist with.

Partnering with local law enforcement agencies that assist the park to keep it safer for visitors is important. Purchasing additional camera or the service to connect these devices to a cell phone, helps build evidence and bring cases to trial. This purchase in turn not only helps staff but the entire the community.

CSO's LAST CALENDAR YEAR STATISTICS:

Total Number of CSO General Membership: 7

Total Number of Board of Directors: 5

Total Volunteer Hours for the Board of Directors 32

PARK & CSO RELATIONSHIP:

Do not duplicate by describing accomplishments and contributions in the summary. Brag in the above Results Obtained. Below, describe the relationship.

Park Manager's Comments on the CSO & Park Relationship and Support:

Just like the staff at St. Sebastian River Preserve State Park, the CSO Board and Members are small, mighty and have a passion for nature and the park. Change in Management and pandemic have given us added challenges that we work every day to improve as we continue to be productive with our Resource Management Projects and keep the park flourishing for visitors. Currently, the relationship with the CSO and Park Manager is new and it's a fresh start. As the Park Manager settles into St. Sebastian River Preserve and as time progresses, I am hopeful and confident that it will be a great partnership.

CSO President's Comments on the CSO & Park Relationship and Support:

Provide your perspective on the relationship between the park and CSO. What went well? Are there areas of improvement?

Our CSO Board Members are either retired Park Service or Seasoned Park Volunteers, the relationship between Park Staff, Park Volunteers and the CSO Board is outstanding. Our CSO is always looking for new members to join the board.

SUMMARIZE FINANCIAL ACTIVITY FOR LAST CALENDAR YEAR, DIRECT PARK(S) SUPPORT & REVENUES:

Program Service Expenses are costs related to providing your organization's programs or services in accordance with your mission. Describe and provide expenses that directly support the park(s). For established nonprofit organizations, program service expenses generally represent most of the overall expenses of the organization. For the last calendar year provide description and total \$ for each that apply.

Building improvement, construction, or renovations	\$0.00
Cultural resources (e.g., historic structure restoration/ renovation)	\$0.00
Natural resources (GAME CAMERAS & MONOCULARS)	\$2,542.90
Maintenance equipment (WOODSPLITTER)	\$1,259.99
Other facilities and landscape maintenance	\$0.00
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$0.00
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$0.00
Park employees or volunteers support (FIRE BOOT, STAFF & VOLUNTEER RECOGNITION)	\$462.10
Big ticket visitor center exhibits or interpretation updates	\$0.00
Park exhibits- BROCHURE HOLDERS	\$35.50
Park publications, brochures, maps, etc.	\$0.00
Programing/interpretation support material purchases	\$0.00
Other program services- CSO INSURANCE	\$100.00

Total Program Service Expenses \$4,400.49

Visitor Services Revenue

Describe revenues and the sources generated from fundraising on park property.

	Park gift shops , craft stores, and concession sales	\$221.50
	Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.)	\$0.00
	Programs and Special Events (Audubon donation for RCW's - Park Biologist Presentation)	\$240.00
	Vending (e.g., drink machines, penny press, laundry, Wifi, etc.)	\$0.00
	Rentals (e.g., bikes, canoe, kayak, SUPs, etc.)	\$0.00
	In-park donation boxes	\$363.00
	Other visitor services revenue – Saw Palmetto Berries Confiscation with FWC - Donation	\$51,486.00
	Total Visitor Services Revenue	\$52,310.50



NET ASSETS: \$47,896.81

Organizations end of last year's Total Liabilities minus Total Assets. This is not the above's Visitor Service Revenue minus Program Service Expenses.

CSO AUDIT THRESHOLD:

Last Calendar Year's Total Expenses (including grants) **\$4,559.79**

Are the CSO's annual total expenses \$300,000 including grants? **NO** -Then Section 215.981(2), Florida Statute requires an independent CPA audit using Government Audit Standards ([U.S. GAO Yellow Book](#)). The audit is **due by September 1** (9 months after the CSO's calendar year ends) to the Florida Auditor General and to the Department.

This information is complete to the best of my knowledge pursuant to Section 20.058 Florida Statutes			
Title	Name	Signature	Date
CSO President	Andrea Ash		06/01/22
Park Manager	Christopher Vandello		6-1-2022

- CSO's Code of Ethics is attached
- CSO has attached the most recent Internal Revenue Service (IRS) Form 990, 990-EZ, or 990-N receipt. All IRS Form 990's must be *complete* with Part III Program Service and *all* appropriate Schedules (A, O and others as appropriate). If filing an IRS extension, attach the IRS 8868 receipt and the most recent complete 990 and schedules.

Note: Usage of the 990-N is allowed if the last 3 years (including 2021) Average is less than \$50K. Our Average is approximately \$20,900.

Citizen's for the St. Sebastian Preserve CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Citizens for the St. Sebastian Preserve (herein "CSO") that its board members, officers, and employees be independent and impartial and that their position not be used for private gain. Therefore, the Florida Legislature in Section 112.3251, Florida Statute (Fla. Stat.), requires that the law protect against any conflict of interest and establish standards for the conduct of CSO board members, officers, and employees in situations where conflicts may exist.

- (2) It is hereby declared to be the policy of the state that no CSO board member, officer, or employee shall have any interest, financial or otherwise, direct or indirect, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties for the CSO. To implement this policy and strengthen the faith and confidence of the people in Citizen Support Organizations, there is enacted a code of ethics setting forth standards of conduct required of Citizen's for the St. Sebastian River board members, officers, and employees in the performance of their official duties.

STANDARDS

The following standards of conduct are enumerated in Chapter 112, Fla. Stat., and are required by Section 112.3251, Fla. Stat., to be observed by CSO board members, officers, and employees.

1. Prohibition of Solicitation or Acceptance of Gifts

No CSO board member, officer, or employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the CSO board member, officer, or employee would be influenced thereby.

2. Prohibition of Accepting Compensation Given to Influence a Vote

No CSO board member, officer, or employee shall accept any compensation, payment, or thing of value when the person knows, or, with reasonable care, should know that it was given to influence a vote or other action in which the CSO board member, officer, or employee was expected to participate in his or her official capacity.

3. Salary and Expenses

No CSO board member or officer shall be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as a CSO board member or officer, as provided by law.

4. Prohibition of Misuse of Position

A CSO board member, officer, or employee shall not corruptly use or attempt to use one's official position or any property or resource which may be within one's trust, or perform official duties, to secure a special privilege, benefit, or exemption.

5. Prohibition of Misuse of Privileged Information

No CSO board member, officer, or employee shall disclose or use information not available to members of the general public and gained by reason of one's official position for one's own personal gain or benefit or for the personal gain or benefit of any other person or business entity.

6. Post-Office/Employment Restrictions

A person who has been elected to any CSO board or office or who is employed by a CSO may not personally represent another person or entity for compensation before the governing body of the CSO of which he or she was a board member, officer, or employee for a period of two years after he or she vacates that office or employment position.

7. Prohibition of Employees Holding Office

No person may be, at one time, both a CSO employee and a CSO board member at the same time.

8. Requirements to Abstain From Voting

A CSO board member or officer shall not vote in official capacity upon any measure which would affect his or her special private gain or loss, or which he or she knows would affect the special gain or any principal by whom the board member or officer is retained. When abstaining, the CSO board member or officer, prior to the vote being taken, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the CSO board member or officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

9. Failure to Observe CSO Code of Ethics

Failure of a CSO board member, officer, or employee to observe the Code of Ethics may result in the removal of that person from their position. Further, failure of the CSO to observe the Code of Ethics may result in the Florida Department of Environmental Protection terminating its Agreement with the CSO.

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2021

Open to Public Inspection

A For the 2021 Calendar year, or tax year beginning 2021-01-01 and ending 2021-12-31**B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: CITIZENS FOR THE ST SEBASTIANPRESERVE INC1000 Buffer Preserve Drive,Fellsmere, FL, US, 32948**D** Employee IdentificationNumber 20-0910984**E** Website:www.nbbd.com/npr/cpa**F** Name of Principal Officer: Gayle Heath12850 81st Avenue,Sebastian, FL, US, 32958

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.