



Florida Department of Environmental Protection

CITIZEN SUPPORT ORGANIZATION 2014 REPORT

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Friends of Anclote Key State Park & Lighthouse, Inc.

Mailing Address: 1 Causeway Blvd., Dunedin, FL 34698

Telephone Number: 727-940-2658 x 2001 Website Address (if applicable): www.anclotecso.org

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.

Brief Description of the CSO's Mission: (from the CSO Bylaws) Acting as a non-profit citizen support organization, as defined and regulated by the Florida Department of Environmental Protection, to generate and employ additional resources and support for, and in the best interests of, Anclote Key State Park and Lighthouse. This will be accomplished through, among other events and activities, the following: special work projects, special programs, special events, outreach programs, educational and scientific research, activities and communications, interpretive programs, fundraising activities and events, guided tours as well as those activities or events which are designed to meet the additional areas of park needs recommended by the Division of Recreation and Parks or the Park Manager.

Brief Description of the CSO's Results Obtained: In 2013, the Friends of Anclote Key State Park & Lighthouse accomplished the following:

- Sponsored open house
- Received a \$10,000 grant from the Florida Lighthouse Association
- Sold Memorial Bricks and memorabilia
- Participated in Island Earth Days and National Public Lands Day
- Revised and ratified updated Bylaws
- Opened a new Website in Wild Apricot, and a Facebook page
- Restructured and updated financial record-keeping and filing
- Attended District meeting and Friends of the Florida State Parks annual conference.

Brief Description of the CSO's Plans for Next Three Fiscal Years:

For 2014 our goals, as reported to the District Office include:

- Sponsor Educational Programs and clean up days
- Participate in Education and Meetings
- Sell memorabilia and memorial bricks
- Raise funds and Financial Support of the Park
- Promote the Park at public events

Goals for 2015, 2016 and 2017

Promote the Park through public education and events

Raise funds to support park services such as interpretive signage

Sponsor community events, repeating and annualizing those that are most engaging

Recruit Volunteers and Recognize service

- ☒ **Copy of the CSO's Code of Ethics attached** (*Model provided; see CSO 2014 instructions*)
- ☒ **Certify the CSO has completed and provided to the Department the organization's most recent Internal Revenue Service (IRS) Form 990, 990-EZ, or 990-N/Annual Financial Statement**

Code of Ethics

Friends of Anclote Key State Park & Lighthouse, Inc.

CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of the **Friends of Anclote Key State Park and Lighthouse, Inc.** (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 the **Friends of Anclote Key State Park and Lighthouse, Inc.** 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.

Code of Ethics

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.

Park Name and Address

This Value of Contributed Services is provided by the staff of Anclote Key Preserve State Park, Division of Recreation and Parks, Department of Environmental Protection. The Division of Recreation and Parks operates on a cash-based method of accounting.

A summary of contributed services from Anclote Key Preserve State Park for the period of January 1, 2013 through December 31, 2013 is as follows:

The park contributed a total of \$596.61 in staff support services to the The Friends of Anclote Key State Park and Lighthouse.

Breakdown:

Park Staff Support	\$ 569.61
Park Utilities Support	\$ 0.00
In-Kind Support (other services)	\$ 0.00
	<hr/>
Total	\$ 569.61

Organization's Name :

Fiscal Year: January 2013 thru December 2013

Statement of Assets & Liabilities Resulting from Cash Transactions

	Year Ended	2013	2012
Assets			
Cash:			
Checking Account		17,316.29	18,775.11
Savings Account			
Money Market Account			
Investments, at cost: (Note 3)			
Stocks			
Bonds			
Mutual Funds			
CDs			
Inventories, at cost		5,839.00	5,589.00
Fixed assets, at cost:			
Property		5,389.00	5,389.00
Other			
Total Assets		<u>28,544.29</u>	<u>29,753.11</u>
Liabilities and Net Assets			
Liabilities			
Debt			
Total Liabilities		<u>0.00</u>	<u>0.00</u>
Net Assets			
Unrestricted:			
Available for operations		14,316.29	17,775.11
Designated for long term investment			
Total Unrestricted		<u>14,316.29</u>	<u>17,775.11</u>
Temporarily restricted net assets		3,000.00	1,000.00
Permanently restricted net assets			
Total Restricted Assets		<u>3,000.00</u>	<u>1,000.00</u>
Total Net Assets		<u>17,316.29</u>	<u>18,775.11</u>
Total Liabilities & Net Assets		<u>17,316.29</u>	<u>18,775.11</u>

Financial Report

Florida Park Service

Citizen Support Organization
Ending 12/31/2013

Statement of Functional Expenses

	Program Services	Total Program Services	Supporting Services			Total Supporting Services	Totals	
			Management & General	Fundraising	Membership Development		2013	2012
Personnel expenses								
Payroll taxes & employee benefits		\$0.00				\$0.00	\$0.00	
Total salaries & related expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contracted services								
Construction & design		\$0.00				\$0.00	\$0.00	
Landscape		\$0.00				\$0.00	\$0.00	
Other		\$0.00				\$0.00	\$0.00	
Total Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct expenses								
Materials, supplies, equipment & rentals	\$317.34	\$317.34	\$68.92			\$68.92	\$386.26	
Printing & publications		\$0.00				\$0.00	\$0.00	
Conferences, Workshops	\$0.00	\$0.00			\$100.00	\$100.00	\$100.00	
Postage, shipping & messenger			\$97.70			\$97.70	\$97.70	
Food, entertainment & meals		\$0.00	\$16.80		\$0.00	\$16.80	\$16.80	
Purchase for re-sale		\$0.00	\$250.00			\$250.00	\$250.00	
Travel		\$0.00				\$0.00	\$0.00	
Repairs & equipment maintenance		\$0.00				\$0.00	\$0.00	
Insurance		\$0.00				\$0.00	\$0.00	
FL Sales Tax		\$0.00	\$71.00			\$71.00	\$71.00	
Advertising		\$0.00	\$330.00		\$0.00	\$330.00	\$330.00	
Professional fees, Memberships	\$0.00	\$0.00	\$120.00		\$250.00	\$370.00	\$370.00	
Office expenses		\$0.00	\$1,595.57		\$0.00	\$1,595.57	\$1,595.57	
Trailer Tag Renewal		\$0.00	\$70.15			\$70.15	\$70.15	
Miscellaneous		\$0.00	\$238.57			\$238.57	\$238.57	
Total direct expenses	\$317.34	\$317.34	\$2,858.71	\$0.00	\$350.00	\$3,208.71	\$3,526.05	\$0.00
Total expenses before depreciation	\$317.34	\$317.34	\$2,858.71	\$0.00	\$350.00	\$3,208.71	\$3,526.05	\$0.00
Depreciation		\$0.00				\$0.00	\$0.00	
Total expenses after depreciation	\$317.34	\$317.34	\$2,858.71	\$0.00	\$350.00	\$3,208.71	\$3,526.05	\$0.00
Total Expenses beginning of year		\$0.00				\$0.00	\$0.00	
Total Expenses end of year	\$317.34	\$317.34	\$2,858.71	\$0.00	\$350.00	\$3,208.71	\$3,526.05	\$0.00

Statement of Cash Receipts, Expenditures, and Scholarships Paid

	Unrestricted net assets			Temporarily restricted net assets	Permanently restricted net assets	Totals	
	Operations	Designated for long term investment	Total Unrestricted net assets			2013	2012
Receipts and other support							
Contributions	642.00		642.00			642.00	
Grant			0.00			0.00	
Membership dues	630.00		630.00			630.00	
Fees			0.00			0.00	
Special Events & Program Revenue:	385.00		385.00			385.00	
Less expenses incurred for special events			0.00			0.00	
Net Special Events & Program Revenue	385.00	0.00	385.00	0.00	0.00	385.00	0.00
Non-concession sales	259.25		259.25			259.25	
Concession sales						0.00	
Value of Contributed Services:							
Governmental support			0.00			0.00	
Non governmental support						0.00	
Investment and dividends:							
Dividends and Interest income			0.00			0.00	
Gain on sale of investments			0.00			0.00	
Other	150.98		150.98			150.98	
Net assets released from restrictions			0.00			0.00	
Total Receipts and other support	2,067.23	0.00	2,067.23	0.00	0.00	2,067.23	0.00
Disbursements							
Program services			0.00			0.00	
Management and general			3,176.05			3,176.05	
Fundraising			0.00			0.00	
Membership-Development	350.00		350.00			350.00	
Total Disbursements	3,526.05	0.00	3,526.05	0.00	0.00	3,526.05	0.00
Change in net assets	-1,458.82	0.00	-1,458.82	0.00	0.00	-1,458.82	0.00
Net assets at beginning of year	18,775.11		18,775.11			18,775.11	
Net assets at the end of the year	17,316.29		17,316.29			17,316.29	

Financial Statement Disclosure

The Financial Statement Disclosure presents written explanation for entries in the Statement of Assets & Liabilities Resulting from Cash Transactions; Statement of Cash Receipts, Expenditures, and Scholarships Paid and Statement of Functional Expenses. On the statements, a note (e.g. Note 3) is placed next to the category. This allows for ease in referencing. Also, Note 1 & 2 are not entered on to a Statement, start with Note 3. The examples are for cash or modified cash reporting.

The below disclosures or notes represent the type of reporting the Division is requesting. Required notes, for each CSO regardless of income or expenses, are indicated. Also, presented, are notes that will be included, if the item is applicable to your financial reporting. For instance, Related Party Transactions. There is an expectation by the Division of the CSOs to report all notes that are applicable to your CSO. All of the possibilities for entries are not presented here. To assist your CSO in determining which notes to include, refer to the CSO Handbook pages 3-7 to 3-8 and the publication: Preparing and Reporting on Cash - and Tax- Basis Financial Statements, by Michael J. Ramos for the American Institutes of Certified Public Accountants (AICPA), New York, N.Y.:1998. Also see www.aicpa.org

A final comment, the Financial Statement Disclosure, will take up more than one page.

(1) Organization (Required)

Friends of Any State Park, Inc. (the Friends) is a not for profit organization incorporated under the laws of the State of Florida and is a tax exempt organization under the Internal Revenue Code. A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll free 1-800-435-7352 within the State. Registration does not imply endorsement, approval or recommendations by the State.

The Friends is funded primarily from contributions made by (enter per your CSO) within the state of Florida, as well as, (list appropriately). These contributions are used to fund (list appropriately).

(2) Summary of Significant Accounting Policies (Required)

(A) Basis of Accounting

The accompanying financial statements have been prepared on the (cash, modified cash or accrual) basis.

The use of the cash or modified cash basis requires elaboration because there are many variables or combinations when using these methods. Specifically, all CSOs will be reporting in a modified cash basis because they are reporting the Value of Contributed Services from Florida Park Service employees, see handbook page3-5. Additionally, there is an expectation for a summary of how receipts, disbursements, investments, inventory, contributions, etc...are reported if other than cash.

For instance:

The Friends prepares its financial statements using the modified cash -basis of accounting. Under this method, revenues are recognized when collected rather than when earned, and, expenses, generally, are recognized when paid rather than when incurred. This basic approach is modified to include inventory, value of contributed services, fixed assets and related depreciation, liabilities for sales tax, employee payroll and pledges receivable from donors.

The CSO policy, summarized, for each item listed in the basis of accounting will need to be elaborated, individually under Note 2,C.

Continued

Financial Statement Disclosure

(B) Basis of Presentation

Net Assets and revenues and expenses (include gains & losses if reporting) are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Friends and changes therein are classified and reported as follows:

Unrestricted Net Assets - Define based on CSO financial guidelines. Refer to Handbook page 3-3.

Temporarily Restricted Net Assets - Define based on CSO financial guidelines. Refer to Handbook page 3-4.

Permanently Restricted Net Assets - Define based on CSO financial guidelines. Refer to Handbook page 3-4.

Expand the summary here, for additional related policies, such as the handling of Net Assets Released from Restrictions.

(C) Present CSO financial policies, below, are some suggestions but not an exhaustive list:

Property & Equipment, Cash Equivalents, Contributed Services, Functional Expenses, Use of Estimates, Concession sales, Non concession sales, Membership, Contributions, Investments, Fixed Assets, etc....

Directions for notes 3, 4, 5, & 8 are given for accrual and cash methods. As a reminder, a modified cash basis can use a combination of accrual and cash methods. The presentation depends on the CSOs financial policies. Utilize both quantitative and qualitative explanations.

(3) Investments (As applicable)

For instance:

A summary of investments at June 30, 199X and 199Y is as follows:

	Accrual Fair Value		Cash Cost at purchase	
	199X	199Y	199X	199Y
Money market and mutual funds	\$2,127	4,188	\$2,000	\$3,000
U.S. treasury bonds and notes	41,003	39,431	\$30,000	\$20,000
Common stocks	30,921	29,876	25,000	20,000
	<u>\$74,051</u>	<u>73,495</u>	<u>\$57,000</u>	<u>\$43,000</u>

Summary will state the policy and detail what stock is owned. If this is an accrual presentation, include authorizations of returns and percentage used for that year.

Continued

Financial Statement Disclosure

(4) Fixed Assets (As applicable)

A summary of fixed assets at June 30, 199X and 199Y is as follows:

	Accrual Fair Value		Estimated useful lives	Cash Cost at purchase	
	199X	199Y		199X	199Y
Cash register	\$1,000	1,000	10 years	1,000	1,000
Refrigerator	10,000	10,000	10 years	10,000	10,000
Office equipment	100	100	3 years	100	100
	<u>\$11,100</u>	<u>11,100</u>		<u>11,100</u>	<u>11,100</u>
Less accumulated depreciation and amortization	<u>-1,000</u>	<u>-1,000</u>			
	<u>\$10,100</u>	<u>10,100</u>			

(5) Net Assets (As Applicable)

This note expands how the CSO has expended temporarily restricted net assets for the year.

Temporarily Restricted Net Assets

Temporarily retracted net assets are available for the following purposes at June 30, 199X and 199Y.

	Accrual Accounts payable			Cash Bills paid	
	199X	199Y		199X	199Y
Partnership in Parks Project, Phase 1					
Contractor, Construction of visitor center	\$105,000	55,000		\$80,000	50,000
Electricity	23,000	7,000		10,000	5,000
	<u>128,000</u>	<u>62,000</u>		<u>90,000</u>	<u>55,000</u>

Additional notes, using the above presentation method, can be used for Permanently Restricted Net Assets, Donor & Board -Designed Endowments, etc....

(6) Commitments and Contingencies (As Applicable)

For instance:

The Friend's Offices are located in a building that was donated to the Friends in December 19X8. The land on which the building is located is being leased on a month-to-month on a monthly rate of \$700.

Continued

Financial Statement Disclosure

(7) Related Party Transactions (As Applicable)

In connection with the operation of the Canoe Rental at Any State Park, the Friends entered into an agreement with ABC to provide operations and related maintenance as an independent operator. The owner of ABC is the same as the current Vice President of the Friends of Any State Park, Inc. This is an ongoing relationship with either party having the right to terminate the agreement upon sixty days of written notice.

Effective December 1, 199X and 199Y, respectively, the parties have agreed that ABC was to receive _____ % on each canoe rental collected after December 1, 199X.

At December 31, 199X and 199Y, approximately \$_____ and \$_____ were due to ABC for service fees due under this agreement for receipts collected but not remitted.

(8) Partnership in Parks (As Applicable)

This note details fundraising activity for the PIP project.

On March 1, 1999Y, the Friends commenced a Partnership in Parks project to develop a visitor center for Any State Park, Inc. Total project cost is \$_____.

The project is projected to take _____ with an estimated completion date of _____. The completion of this project will represent Phase 1 of a 5 year project.

	Accrual Contributions Receivable		Cash Contributions	
	199Y	199X	199Y	199X
Phase 1	101,000	67,000	50,000	60,000
Phase 2	5,000	0	0	0
Total	106,000	67,000	50,000	60,000

Continued

Financial Statement Disclosure

(9) Value of Contributed Services (Required)

Give a written summary that provides a definition for the three categories.

A summary of contributed services from Any State Park at June 30, 1999X to 199Y is as follows: (See handbook page 3-5)

	Cash	
	Cost a use	
	199X	199Y
Staff support	\$5,500	5,000
Park facilities	800	800
Park admission waived fees	1,000	1,000
	6,300	5,800

The Value of Contributed Services is provided by the (name) S.P., Division of Recreation and Parks, Department of Environmental Protection, State of Florida staff. The Division of Recreation and Parks operates in a cash based method therefore the provided information is provided in a cash basis.

(10) Allocation of Joint Costs (As Applicable)

During the year ended June 30, 199X , the Friends conducted activities that included appeals for contributions and membership and incurred joint costs of approximately \$_. These activities included direct mail campaigns and special events with the Friends of _____. Approximately ____% of these joint costs were allocated to fund raising activities, ____% to community education and etc....

(11) Amendment of the CSO Agreement (As Applicable)

The CSO Agreement was amended effective (date). State as applicable, the primary purpose of the amendment was to create.

(12) Merger (As Applicable)

The Friends (name) merged with the Friends of (name) effective (date). The primary purpose of the merger was to create (give reason). The transference of funds were conducted (explain).

Other notes to consider: Loans, Leases, Personnel, Subsequent Events, Depreciation, etc....