



Florida Department of Environmental Protection
CITIZEN SUPPORT ORGANIZATION
2015 REPORT
(pursuant to Florida Statute 20.058)

Citizen Support Organization (CSO) Name: **Friends of Anclote Key State Park & Lighthouse**
Mailing Address: **PO Box 2622, Tarpon Springs FL 34688-0655**
Telephone Number: **727-940-2658**
Website Address (if applicable): www.AncloteCSO.org and
<https://www.facebook.com/AncloteKeyLighthouse>

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: *This is quoted from our Bylaws*

1. 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.
2. To generally to do all things and transact all business which may lawfully be done by any person or individual, consistent with the rights and purposes of a non-profit CSO. The CSO shall not engage in any activities prohibited under Chapter 617, Florida Statutes.
3. However, there shall be no pecuniary gain or profit to CSO members. The CSO shall be non-discriminatory, non-partisan, and non-sectarian. The CSO shall not engage in direct support or opposition to, specific issues or activities of political officers or candidates.

Brief Description of the CSO's Results Obtained in 2014:

- The Board met every month.
- The CSO achieved retroactive reinstatement of its status as a 501(c)(3) organization.
- Events
 - Gulf Harbors Pancake Breakfast, March 16, 2014 (recruited five new members)
 - Island Earth Days – April 12-13 (Done – sold memorabilia and one brick ordered)
 - Work day on June 7, 2014.
 - Lecture, featuring Neal Hurley Lighthouse expert, about the Lighthouse on September 9, 2014 and over 40 people attended.
 - Participated in National Public Lands Day on September 28, 2014 where volunteers and about 12 students from the Science Club at a local high school attended and helped clean up the island
- Membership and Outreach
 - Launched our Facebook page and achieved over 700 followers.
 - May 8, 2014, The Park Manager and Board President presented a program to the Calusa Boat Club.

- Advertised our CSO at the Tarpon Springs Music on the Beach event, August 9, 2014
- Fundraising
 - Memorabilia
 - The Chamber of Commerce shop is selling our goods
 - Chamber Antique and Treasure Sale on November 22
 - Grant from Florida Lighthouse Association
 - Applied for and received \$10,000 from the FLA to help fund replacement of the grates on the dock; work was completed; attended the FLA meeting to present the results and show photos
 - Two Board Members have company matching grants. \$750 was received from Verizon from one of those Members.
 - Continued to sell memorial bricks
- Relationships with other CSOs/Groups
 - Members in good standing of the Tarpon Springs Chamber of Commerce
 - Board President and another Board Member attended an work day at the Egmont Key Park, learning how another CSO operates and about the park in general.
 - The CSO is a Member of Friends of Florida State Parks and three Board Members attended the Spring FFSP Conference.
 - Board President attended an invitational meeting of the Friends of Florida State Parks in September along with the Park Manager.
 - Members in good standing of the Florida Lighthouse Association
 - The leader of the Save Our Sandbar group attended one of our Board Meetings and then helped us achieve greater reach with Anclote CSO's Facebook page.
 - Two members of the Board attended a meeting of the Friends of the Anclote River.
- Support for the Park's needs
 - Purchased a mower for the Island
 - Helped build a walkway over an area that always floods
 - Built a washstand for the new Club Car
- Record-keeping upgraded so that funds accounting are now computer-based in Quicken Business and standard reports can be generated. Memorabilia was inventoried and we now have a true accounting of this.
- Volunteers donated over 553 hours

Brief Description of the CSO's Plans for Next Three Fiscal Years: 2015, 2016, 2017

- Quarterly Clean-up days advertised to all Members, all in our association management system contact list, and on Facebook.
- Member Recruitments and Fundraisers
 - One major event each year, with the current goal being "Escape to the Island" Family Fun Day
 - One major event "on land" each year
- Sell our Memorabilia and perhaps sell the trailer; possibly open an online store on Ebay or Etsy (yes we collect sales tax)
- Help refurbish and sell equipment no longer needed, and use the funds to purchase needed new equipment for the Park
- Continue our involvement with the Tarpon Springs Chamber of Commerce and other groups mentioned above.
- Investigate grant funding opportunities and apply. Suggest paying special attention to events that will generate membership, stewardship, and student involvement.
- **Overall Goal: Community Engagement**

- ☒ **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 Anclothe Key State Park & Lighthouse

CODE OF ETHICS

PREAMBLE

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

Code of Ethics

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.

Code of Ethics

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.

* Filed 990 N *

Form **990-EZ**

Short Form

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-1150

2014

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

A For the 2014 calendar year, or tax year beginning , 2014, and ending , 20

B Check if applicable:
☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization
Friends Andole Key State Park + Lighthouse
Number and street (or P.O. box, if mail is not delivered to street address) Room/suite
PO Box 2622
City or town, state or province, country, and ZIP or foreign postal code
Tarpon Springs FL 34688

D Employer identification number
59 35 0 3338

E Telephone number
727-422-7430

F Group Exemption Number ▶

G Accounting Method: ☒ Cash ☐ Accrual Other (specify) ▶

H Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ▶ www.andolecso.org

J Tax-exempt status (check only one) -- ☒ 501(c)(3) ☐ 501(c)9 (insert no.) ☐ 4947(a)(1) or ☐ 527

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I ☐

	1	2	3	4	5a	5b	5c	6a	6b	6c	6d	7a	7b	7c	8	9	10	11	12	13	14	15	16	17	18	19	20	21						
Revenue	1	Contributions, gifts, grants, and similar amounts received															11649																	
	2	Program service revenue including government fees and contracts																																
	3	Membership dues and assessments															795																	
	4	Investment income																																
	5a	Gross amount from sale of assets other than inventory																																
	5b	Less: cost or other basis and sales expenses																																
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)																																
	6	Gaming and fundraising events																																
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)																																
	6b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)																																
Expenses	6c	Less: direct expenses from gaming and fundraising events																																
	6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)																																
	7a	Gross sales of inventory, less returns and allowances															401																	
	7b	Less: cost of goods sold															361																	
	7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)															140																	
	8	Other revenue (describe in Schedule O)																																
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8															12584																	
	10	Grants and similar amounts paid (list in Schedule O)																																
	11	Benefits paid to or for members																																
	12	Salaries, other compensation, and employee benefits																																
Net Assets	13	Professional fees and other payments to independent contractors															250																	
	14	Occupancy, rent, utilities, and maintenance																																
	15	Printing, publications, postage, and shipping															70																	
	16	Other expenses (describe in Schedule O)															13461																	
	17	Total expenses. Add lines 10 through 16															13781																	
	18	Excess or (deficit) for the year (Subtract line 17 from line 9)															-1197																	
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)																																
	20	Other changes in net assets or fund balances (explain in Schedule O)																																
	21	Net assets or fund balances at end of year. Combine lines 18 through 20															-1197																	

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		<input checked="" type="checkbox"/>
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		<input checked="" type="checkbox"/>
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		
b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		<input checked="" type="checkbox"/>
37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a		
b Did the organization file Form 1120-POL for this year?		<input checked="" type="checkbox"/>
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		<input checked="" type="checkbox"/>
b If "Yes," complete Schedule L, Part II and enter the total amount involved		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9		
b Gross receipts, included on line 9, for public use of club facilities		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<input checked="" type="checkbox"/>
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		<input checked="" type="checkbox"/>
41 List the states with which a copy of this return is filed ▶		
42a The organization's books are in care of ▶ <u>Gail Tucker</u> Telephone no. ▶ <u>727-422-7430</u> Located at ▶ <u>1 Causeway Blvd, Dunedin FL</u> ZIP + 4 ▶ <u>34698</u>		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ▶		<input checked="" type="checkbox"/>
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c At any time during the calendar year, did the organization maintain an office outside the U.S.? If "Yes," enter the name of the foreign country: ▶		<input checked="" type="checkbox"/>
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		<input type="checkbox"/>
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<input checked="" type="checkbox"/>
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<input checked="" type="checkbox"/>
c Did the organization receive any payments for indoor tanning services during the year?		<input checked="" type="checkbox"/>
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<input checked="" type="checkbox"/>
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)		<input checked="" type="checkbox"/>

- 46** Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		<input checked="" type="checkbox"/>

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

- 47** Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II
- 48** Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E
- 49a** Did the organization make any transfers to an exempt non-charitable related organization?
- b** If "Yes," was the related organization a section 527 organization?
- 50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

	Yes	No
47		<input checked="" type="checkbox"/>
48		<input checked="" type="checkbox"/>
49a		<input checked="" type="checkbox"/>
49b		<input checked="" type="checkbox"/>

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over \$100,000 ▶

- 51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000 ▶

- 52** Did the organization complete Schedule A? **Note.** All section 501(c)(3) organizations must attach a completed Schedule A ☐ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date		
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶			Firm's EIN ▶	
	Firm's address ▶			Phone no.	

May the IRS discuss this return with the preparer shown above? See instructions ☐ Yes ☐ No

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2014

**Open to Public
Inspection**

Name of the organization

Employer identification number

Friends Anclote Key St Pl + light house

Advertising 72

Auto - Tires - tires, tag renewal 568

Brick orders 325

Conference + Workshops 358

Equipment - mower attachment - Island 1520

Bank + Service charge Fees - PayPal 13

Grant Expenses 10000

Meals, Entertainment 46

Sales Tax 13

Speaker Fees 141

Supplies - work-gloves - cleaning on Island 30

Miss bus - wild apricot - web site fee 318

Oriental trading company

13461



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Check Filing Status

FRIENDS OF ANCLOTE KEY STATE PARK & LIGHTHOUSE INC
59-3503338
2014 IRS Form 990-N (e-Postcard)
1/1/2014 - 12/31/2014

[Links](#)

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Current Status: Accepted

Congratulations, the IRS accepted your Form 990-N (e-Postcard).

Next Step: Your next e-Postcard will be due after 12/31/2015.

Delivery Status

<u>No.</u>	<u>Filing</u>	<u>Delivery</u>	<u>Status</u>	<u>Postmark</u>
1	Form 990-N	E-file	Accepted on 3/10/2015	3/10/2015 6:17:19 PM

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This website is best viewed with Microsoft Internet Explorer 6.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Last modified: February 14, 2015.

From: epostcard@urban.org
To: president@anclovecso.org
Subject: Form 990-N E-filing Receipt - IRS Status: Accepted
Date: Tuesday, March 10, 2015 6:23:11 PM

Organization: FRIENDS OF ANCLOTE KEY STATE PARK & LIGHTHOUSE INC
EIN: 59-3503338
Submission Type: Form 990-N
Year: 2014
Submission ID: 7800582015069ey32942
e-File Postmark: 3/10/2015 6:17:19 PM
Accepted Date: 3/10/2015

The IRS has accepted the e-Postcard described above. Please save this receipt for your records.

Thank you for filing.

e-Postcard technical support
Phone: 866-255-0654 (toll free)
email: ePostcard@urban.org

FRIENDS OF ANCLOTE KEY STATE PARK &
LIGHTHOUSE INC
PO Box 2622
Tarpon Springs, FL 34688