



**Florida Department of Environmental Protection
CITIZEN SUPPORT ORGANIZATION
2021 LEGISLATIVE REPORT
(pursuant to Section 20.058 Florida Statutes)**

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

Mailing Address: P.O. Box 2622, Tarpon Springs, FL 34688-2622

Telephone Number: 727-410-0939

Website Address (*required if applicable*): www.anclotecso.org

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*

The Friends of Anclote Key State Park & Lighthouse is a volunteer organization that supports the mission of Anclote Key State Park including the ecological health of the islands and the integrity of the lighthouse.

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.*

Because of Covid, most of our events after March were cancelled. Board meetings continued via Zoom, and Island Work Days were allowed because we were outside and wore masks.

- Sold five large and five small commemorative bricks.
- Attended the State Park CSO meeting.
- Purchased a used high-wheel mower for the island. President Scott improved and reconditioned it prior to delivery to the island.
- Designed/approve signs to be used for Lighthouse Open Houses.
- Purchased a new motor for the light in the lighthouse.
- Purchased a used portable generator for the ranger.
- Hosted five Island Work Days.
- Hosted one Open House with 116 people attending.
- Hosted seven Board Meetings.
- Sent one board member representative to the Florida Lighthouse Association meeting in Pensacola.

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

Increase Awareness of Island & Lighthouse

- Create a Virtual Tour Video

- Attend First Fridays
- Continue doing Open Houses
 - Increase amount –
 - Borrow volunteers from Honeymoon?
- Outreach to local groups/clubs (Rotary, TS Woman’s Club, etc.)
- Update the kiosk at Anclote Park
- Facebook – keep it updated
- Host festivals? Examples: Canoe/kayak Day? Non-motorized boat day? Kite Festival?
- Special Invitation Days? Examples: Boy Scout Day? Girl Scout Day? Mentally challenged Day?
- Look into the possibility of a public dock for lighthouse visitors

Increase Education about the Island & Lighthouse

- All above
- Create an Anclote Lighthouse Book
- Begin a Beach Steward Program

Increase Communication with:

- state park staff
- community leaders
- within our group – monthly educational newsletter?

Increase membership

- Same as Awareness
- Membership Drive to contact list

Increase revenue

- Higher membership categories, change the categories
- Private Lighthouse Tours
- Golf Tournament?
- Anclote Lighthouse Book
- Grants

Increase volunteers

- Share needs with the community
- Share needs for Project Leaders
- Borrow from Honeymoon?

Increase board members

- Identify needs/projects, then find good fits

Maintain appearance of compound

- Continue Work Days
- Inviting businesses, groups to do their own work days
 - Friends supply lunch
 - Open lighthouse for climbing post Covid

Maintain appearance and integrity/functionality of the lighthouse

- Identify needs
- Apply for grants

Aid Ranger Cornell

- Beach Steward Program
- Pay for exotic plant control (businesses who do spraying/removal)
- Telephone assistance
- Start Boat Steward Program
- Push for Assistant Ranger position at Anclote Key
- Maintain a Ranger Wish List and rally to secure those items

CSO's LAST CALENDAR YEAR STATISTICS:

Total Number of CSO General Membership: 16

Total Number of Board of Directors: 6

Total Volunteer Hours for the Board of Directors (*Hours from VSys. Work with your parks' volunteer manager*): **324.5**

PARK & CSO RELATIONSHIP:

Keep the summary simple. Save time. Don't duplicate by describing accomplishments and contributions in the summary. Brag in the above Results Obtained. Describe the relationship here.

We hope to support the park's missions by providing aid to the park ranger in both old and new ways. With a new President on onboard, we would like to increase communication with park administration.

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

Provide your perspective on

- *Changing developments of the park provided by the CSO.*
- *Effectiveness of the organization in fulfilling their purpose to support the park(s).*
- *Effectiveness of the Board of Directors in completing their Annual Program Plan.*
- *The relationship between the park and CSO What went well? Are there areas of improvement?*

The Friends of Anclote Key and Lighthouse plays a significant role in ensuring the park remains an outstanding member of the Florida Park Service and the local community. Through outreach and events both in the park and the community, the Friends have generated positive publicity for the park. Their fundraising efforts have enabled the Friends to provide much needed equipment and supplies for the park, as well as continued support for park projects. Friends members regularly sponsor and participate in maintenance projects at the park.

It is a pleasure working with such a dedicated and supportive group of volunteers. The efforts of the Friends of Anclote Key and Lighthouse clearly add to the operational success of the park as well as the high-quality experience enjoyed by our park visitors.

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?

Communication with Ranger Cornell is excellent. He is honest, always supportive, dependable, and forthcoming with needs. We hope to continue this good relationship. Areas of improvement – increased communication between the CSO and park administration.

SUMMARIZE FINANCIAL ACTIVITY FOR LAST CALENDAR YEAR, SPECIFIC PARK(S) SUPPORT:

Program Service Expenses are costs related to providing your organization's programs or services in accordance with your mission. For CSO's provide expenses that directly support the park(s). For established nonprofit organizations,

program service expenses generally represent most of the overall expense of the organization. For the last calendar year provide totals \$ for each that apply.

Building improvement, construction or renovations	\$
Cultural resources (e.g., historic structure restoration/ renovation)	\$362
Natural resources (e.g., native plants, natural lands restoration)	\$
Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws)	\$2,251
Other facilities and landscape maintenance	\$
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$
Park employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition)	\$
Big ticket visitor center exhibits or interpretation updates	\$
Park exhibits, displays, signage	\$
Park publications, brochures, maps, etc.	\$
Programing/interpretation support material purchases	\$
Other program services	\$
Total Program Service Expenses	\$2,613

Total Operating Expenses (Overhead including fees, memberships, postage, rent, utilities, etc.) **\$2,253**

Visitor Services Revenue


Park gift shops, craft stores and concession sales	\$
Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.)	\$863
Programs and Special Events (e.g., fundraising workshops, seasonal events, concerts, etc.)	\$
Vending (e.g., drink machines, penny press, laundry, Wifi, etc.)	\$
Rentals (e.g., bikes, canoe, kayak, SUPs, etc.)	\$
In-park donation boxes	\$
Other visitor services revenue	\$1,736
Total Visitor Services Revenue	\$2,599
Net 2020 Income	(\$2,267)

Net Assets: Checking Acct + unsold merchandise + worth of trailer – liabilities =
\$13,643.67 + \$450.00+/- + \$1,000.00+/- - \$3,000 = \$12,093.67

CSO AUDIT:

Total of Last Calendar Year’s Expenses (including grants) \$4,866

Section 215.981(2), Florida Statute requires an independent CPA audit using Government Audit Standards ([U.S. GAO Yellow Book](#)) when the CSOs annual expenses are \$300,000 including grants. 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	Barbara Hoffman		3-26-21
Park Manager			

- 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 990 and schedules.

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Park Manager	Don Bergeron		4-6-21

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Code of Ethics

Friends of Anclote Key State Park & Lighthouse

CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of the **Friends of Anclote 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 Anclote 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.



Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** FRIENDS OF ANCLOTE KEY STATE PARK & LIGHTHOUSE INC
- **EIN:** 593503338
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520210544356072
- **Filing Status Date:** 02-23-2021
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS