



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2018 REPORT
IMPLEMENTATION OF 20.058 F.S.**

Citizen Support Organization (CSO) Name: Friends of Biscayne Bay

Mailing Address: 3191 Grand Ave. ut330667 Miami, Florida 33233

Telephone Number: 305.773.9384

Website Address (if applicable): <https://www.facebook.com/FriendsOfBiscayneBay/>

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.

Brief Description of the CSO's Mission:

The Friends of Biscayne Bay (FOBB) is a non-profit, citizen support organization whose purpose is to support the Biscayne Bay Aquatic Preserves. FOBB advocates for the bay, supports staff trainings and hosts educational and outreach events.

Brief Description of the CSO's Results Obtained:

FOBB has been in the process of reorganizing in 2017-2018, but has supported numerous activities in the aquatic preserve and raised public awareness of issues related to the Biscayne Bay Aquatic Preserve.

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

FOBB will continue to host events, support staff training and raise the public's awareness of issues affecting the preserve.

x Copy of the CSO's Code of Ethics attached

x 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

Mission

The Friends of Biscayne Bay (FOBB) is a non-profit, citizen support organization whose purpose is to support the Biscayne Bay Aquatic Preserves. FOBB advocates for the bay, supports staff trainings and hosts educational and outreach events.



Code of Ethics

Given its mission, the Friends of Biscayne Bay has adopted a code of ethics to guide its board members, committee members and staff in their conduct when acting on behalf of the Biscayne Bay Aquatic Preserve. The Code contains broad principles reflecting the types of behavior the Friends of Biscayne Bay expects towards constituents, donors, employees, peers and the public.

This policy is not intended as a stand-alone policy. It does not embody the totality of ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. This Code will be reviewed periodically.

Board members, committee members and staff should:

1. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission, and to strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents, donors and others.
2. Make an effort to understand, respect and support our constituents from other cultures, exemplified by the contributions of our staff and executive leadership, and to contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.
3. Respect the confidentiality of sensitive information about the Biscayne Bay Aquatic Preserve, its members, constituents, donors, board and employees.
4. Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities in an effort to create transparency in all of our operations.
5. For the board of directors, provide credible and effective oversight to the organization's work without personal bias.
6. Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some benefit from the Colorado Nonprofit Association

in return, other than occasional gifts of nominal value that are in keeping with good business ethics.

7. Abide by the governing documents and policies of the Biscayne Bay Aquatic Preserve.
8. Be accountable for adhering to this Code of Ethics.
9. Implement and follow a Conflict of Interest Policy.
10. Implement and follow a Whistleblower Policy.
11. Act at all times in accordance with the highest ethical standards and in the best interest of the Biscayne Bay Aquatic Preserve, its members, constituents, donors and reputation.
12. Openly and honestly tell the truth.
13. Honor our commitments and promises to the best of our abilities.
14. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.
15. Not be deceptive in our fundraising activities or in prospecting for new members to join the Biscayne Bay Aquatic Preserve.
16. Advocate for all nonprofit organizations, but not for any specific initiative - being respectful to the sector as a whole.
17. Not lobby with the intent to influence individual candidates.

Compliance, Monitoring and Reporting

The Friends of Biscayne Bay management is responsible for communicating this Code of Ethics to all members of the board of directors, standing committee members, as well as staff, staff interns and staff volunteers and for ensuring its adherence at all times.

Ratified by the Biscayne Bay Aquatic Preserve's Board of Directors on December 10, 2008.
(Adapted with the permission of The Donors Forum of Chicago)

BISCAYNE BAY ACQUATIC PRESERVE CODE OF ETHICS – DISCLOSURE FORM

Individually signed copies of this code of ethics is available upon request

Department of the Treasury
Internal Revenue Service

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

2017

Open to Public Inspection

A For the **2017** Calendar year, or tax year beginning **2017-01-01** and ending **2017-12-31****B** Check if available

-
- Terminated for Business
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- Gross receipts are normally \$50,000 or less

C Name of Organization: **FRIENDS OF BISCAYNE BAY INC****3191 Grand Ave ut330667,
Miami, FL, US, 33233****D** Employee IdentificationNumber **84-1721430****E** Website:**F** Name of Principal Officer: **Bruce Matheson****3191 Grand Ave ut330667,
Miami, FL, US, 33233**

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.