



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2014 REPORT**

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Friends of Camp Helen State Park, Inc.
Mailing Address: 23937 Panama City Beach Parkway, Florida 32407
Telephone Number: 850-230-8906 Website Address (if applicable): N/A

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:

The mission of the Friends of Camp Helen State Park, Inc. (CSO) is to act as a Non-profit Corporation in order to generate and employ additional resources and support of the best interests of Camp Helen State Park through events and activities such as the following: Special work projects, special program, special events, outreach program, aid other CSO's, educational actives and communications, special exhibits, interpretive programs, fund raising activities to seek additional finds to augment the State Park's existing funding in order to maintain, enhance, and expand the park's services to the public.

Brief Description of the CSO's Results Obtained:

- The membership year ended with 71 members.
- The First Saturday History Walk was led by members of the Friends.
- A drink vending machine was installed with profits going to the Friends.
- The Friends participated in the Earth Day Celebration, the Ocean Conservancy's Annual International Coastal Clean-up Day, National Public Lands Day and World Paddle for the Planet.
- A Facebook page was developed to help increase communications and awareness.
- Four newsletters and a number of emails were distributed to the members.
- Fundraisers included the sale of T-shirts, caps, visors, note cards, patches, book, art prints and Economizer Dining Cards.
- New lights were installed in the Hicks House.
- A sewer line for six resident volunteer camp sites was installed.
- A contract for termite treatment for all historic buildings was signed.
- During the winter, Lucky Mud and the Friends hosted seven Americana Music Concerts.
- The annual Christmas Party included the donation of toys to the children of the Bay County Guardian ad Litem Program.
- Purchased 50 folding chairs, two fans for the Hicks House, an LED projector, a digital camera, a rattle snake display and reprinted "A Guide for a Walking Tour" brochure.
- Assisted the Bay County Master Gardeners with landscaping around the entrance sign and the flag pole.

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

- Review the ten-year Unit Management Plan as approved by DEP and set priorities for park improvements and expenditure of Friends funds. Under consideration is an ADA approved sidewalk from the stable to the Recreation Hall, rebuild the Phillips Inlet fishing dock and renovate/rebuild the old kitchen building.
- Support a kayak/canoe rental concession.

- Implement a summer family program that will include interpretive and interactive nature topics, a campfire cook-out and an animated movie.
- Continue the Americana Music Concerts.
- Evaluate the Ghost Walk for future years.
- Plan other activities and events as recommended by the Activities Committee.
- Increase membership with a business membership and a winter guest membership.
- Develop additional sources for funding through activities, donations and grants.
- Provide supplemental funding for the park where State funds are inadequate or not available.
- Continue the volunteer-led First Saturday History Walk.
- Continue membership with the Lake Powell Community Alliance and the Audubon Society.
- Participate in various community activities as approved by the Board.
- Continue to promote Camp Helen State Park to increase visibility, visitation and vitality.
- Improve publicity through local news sources in both Bay and Walton Counties.

- 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**

FRIENDS OF CAMP HELEN STATE PARK, INC.
CODE OF ETHICS
July 2014

PREAMBLE

- (1) It is essential to the proper conduct and operation of the Friends of Camp Helen State Park, 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 Camp Helen State Park, 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.

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.

Organization's Name : Friends of Camp Helen

Fiscal Year: 2012-2013

Statement of Assets & Liabilities Resulting from Cash Transactions

<u>Year Ended</u>	<u>2013</u>	<u>2012</u>
Assets		
Cash:		
Checking Account	26,681.89	34,719.90
Savings Account		
Money Market Account		
Investments, at cost: (Note 4)		
Stocks		
Bonds	20,000.00	
Mutual Funds		
CDs		
Inventories, at cost		
Fixed assets, at cost:		
Property		
Other		
Total Assets	<u>46,681.89</u>	<u>34,719.90</u>
Liabilities and Net Assets		
Liabilities		
Debt		
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Net Assets		
Unrestricted:		
Available for operations	26,681.89	34,719.90
Designated for long term investment	20,000.00	0.00
Total Unrestricted	<u>46,681.89</u>	
Temporarily restricted net assets	0.00	0.00
Permanently restricted net assets	0.00	0.00
Total Restricted Assets	<u>0.00</u>	
Total Net Assets	<u>46,681.89</u>	<u>34,719.90</u>
Total Liabilities & Net Assets	<u>46,681.89</u>	<u>34,719.90</u>

Statement of Cash Receipts, Expenditures, and Scholarships Paid

	Unrestricted net assets					Totals	
	Operations	Designated for long term investment	Total Unrestricted net assets	Temporarily restricted net assets	Permanently restricted net assets	2013	2012
Receipts and other support							
Contributions	6,369.74		6,369.74			6,369.74	466.49
Grant	0.00		0.00			0.00	0.00
Membership dues	2,970.00		2,970.00			2,970.00	3,475.00
Fees	0.00		0.00			0.00	0.00
Special Events & Program Revenue:	5,955.00		5,955.00			5,955.00	17,654.00
Less expenses incurred for special events							
Net Special Events & Program Revenue							
Non-concession sales	249.00		249.00			249.00	414.00
Concession sales	0.00		0.00			0.00	0.00
Value of Contributed Services:							
Governmental support	5,606.69		5,606.69			5,606.69	12,695.34
Non governmental support	1,423.00		1,423.00			1,423.00	0.00
Investment and dividends:							
Dividends and Interest income	0.00		0.00			0.00	0.00
Gain on sale of investments	0.00		0.00			0.00	0.00
Other- Bond	20,000.00		20,000.00			20,000.00	0.00
Net assets released from restrictions	0.00		0.00			0.00	0.00
	0.00		0.00				
Total Receipts and other support	42,573.43	0.00	42,573.43	0.00	0.00	42,573.43	34,704.83
Disbursements							
Program services	5,004.75		5,004.75			5,004.75	4,166.85
Management and general	25,606.69		25,606.69			25,606.69	12,695.34
Fundraising	0.00		0.00			0.00	0.00
Membership-Development	0.00		0.00			0.00	0.00
Total Disbursements	30,611.44	0.00	30,611.44	0.00	0.00	30,611.44	16,862.19
Change in net assets	11,961.99	0.00	11,961.99	0.00	0.00	11,961.99	17,842.64
Net assets at beginning of year		0.00				34,719.90	16,877.26
Net assets at the end of the year						46,681.89	34,719.90

Statement of Functional Expenses

	Program Services			Supporting Services				Totals		
	Ghost Walk Event	Ghost Walk Reimbursement expenses	Hicks House Bridal Suite	Total Program Services	Management & General	Fundraising	Membership Development	Total Supporting Services	2013	2012
Personnel expenses										
Payroll taxes & employee benefits				0.00				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	0.00	0.00
Contracted services										
Construction & design				0.00				0.00	0.00	0.00
Landscape				0.00				0.00	0.00	0.00
Other				0.00				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	0.00	0.00
Direct expenses										
Materials, supplies, equipment & rentals	1,851.19	1,006.14		2,857.33				0.00	2,857.33	1278.00
Printing & publications	228.29			228.29				0.00	228.29	970.41
Conferences, conventions & meetings				0.00				0.00	0.00	0.00
Postage, shipping & messenger	86.00			86.00				0.00	86.00	1176.75
Food, entertainment & meals				0.00				0.00	0.00	0.00
Purchase of long term bond				0.00	20,000.00	0.00		20,000.00	20,000.00	0.00
Travel				0.00				0.00	0.00	0.00
Staff support				0.00	1,950.69			1,950.69	1,950.69	721.34
Cost of park facilities				0.00	2,100.00			2,100.00	2,100.00	10050.00
Cost of park revenues				0.00	1,556.00			1,556.00	1,556.00	1924.00
Advertising	200.00			200.00				0.00	200.00	0.00
Professional fees, trainers & demonstrators	1,460.52			1,460.52				0.00	1,460.52	741.69
Event Insurance	172.61			172.61				0.00	172.61	0.00
Telephone				0.00				0.00	0.00	0.00
Research Equipment & Supplies				0.00				0.00	0.00	0.00
Total direct expenses	3,998.61	1,006.14	0.00	5,004.75	25,606.69	0.00	0.00	25,606.69	30,611.44	16,862.19
Total expenses before depreciation	3,998.61	1,006.14	0.00	5,004.75	25,606.69	0.00	0.00	25,606.69	30,611.44	16,682.19
Depreciation				0.00				0.00	0.00	0.00
Total expenses after depreciation	3,998.61	1,006.14	0.00	5,004.75	25,606.69	0.00	0.00	25,606.69	30,611.44	16,682.19
Total Expenses beginning of year				0.00		0.00		0.00	16,682.19	22,320.19
Total Expenses end of year	3,998.61	1,006.14	0.00	5,004.75	25,606.69	0.00	0.00	25,606.69	30,611.44	16,682.19

Financial Statement Disclosure

(1) Organization

Friends of Friends of Camp Helen 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 The Friends within the state of Florida, as well as, individuals. These contributions are used to fund Park Projects.

(2) Summary of Significant Accounting Policies

(A) Basis of Accounting

The accompanying financial statements have been prepared on the cash basis.

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

(B) Basis of Presentation

All donations are unrestricted during the reporting year.

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

Property & Equipment (lawnmower), Contributed Services (volunteer Board), Functional Expenses (see SFE), Membership (dues), Contributions (small, individuals).

(3) Value of Contributed Services

A summary of contributed services from Camp Helen State Park at June 30, 2009 to 2010 is as follows:

	Cash	
	Cost at use	
	2013	2012
Staff support	1950.69	721.34
Park facilities	2100.00	10050.00
Park admission waived fees	1556.00	1924.00
	<u>\$5,606.69</u>	<u>\$12,695.34</u>

The Value of Contributed Services is provided by the Camp Helen State Park, Div. of Recreation and Parks, Dept. 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.

Financial Statement Disclosure (2)

(4) Investments

A summary of investments at June 30, 2013 and 2012 is as follows:

	Accrual Fair Value		Cash Cost at purchase	
	2013	2012	2013	2012
Money market and mutual funds	\$0.00	\$0.00	\$0.00	\$0.00
U.S. treasury bonds and notes	\$20,000.00	\$0.00	\$20,000.00	\$0.00
Common stocks	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$20,000.00</u>	<u>\$0.00</u>	<u>\$20,000.00</u>	<u>\$0.00</u>

Purchased \$20,000 bond during Fiscal Year 2012-2013 restricted for long term investment.

Statement of Accomplishments and Goals

		Fiscal year		<u>2012-2013</u>	
Name of Citizen Support Organization		Friends of Camp Helen State Park, Inc.			
Address		23937 P.C. BEACH PKWY			
City, State, Zip		Panama City Beach, FL 32413			
Estimated Volunteer Hours		2213	Total Membership		66
Current list of Citizen Support Organization Board Members.					
<u>PRESIDENT:</u>	LEW JAMES	140 BELAIRE DRIVE	PANAMA CITY BEACH, FL 32413	850-708-1630	pambrewster.lewjames@gmail.com
<u>VICE-PRESIDENT:</u>	TED TURNBOUGH	9 BLUE CRAB LANE	PANAMA CITY BEACH, FL 32413	850-230-8906	tturnbough@gmail.com
<u>RECORDING SECRETARY:</u>	HELEN SCHROEDER	324 STILLWATER COVE	DESTIN, FL 32541	850-654-7807	inflhs@aol.com
<u>TREASURER:</u>	LEX WAHL	235 S GLADES TRAIL	Panama City Beach, Fl. 32407	850-234-9083	lexter1@comcast.net
<u>PAST-PRESIDENT:</u>	HELEN SCHROEDER	324 STILLWATER COVE	DESTIN, FL 32541	850-654-7807	inflhs@aol.com
	EMILY SMITH	21720 Front Beach Road,	Panama City Beach, Fl. 32413	850-233-8560	sandmanlady@comcast.net
<u>MEMBERS AT LARGE:</u>	OWEN CARLSON:	97 OAK LEAF COURT	PANAMA CITY BEACH, FL 32413	850-276-1120	ocarlson@o1c.net
	KITTY DYE:	113 SAN SOUCI BLVD.	PANAMA CITY BEACH, FL 32413	850-234-8918	KDYE8918@YAHOO.COM
	LYNN CHERRY	2709 RUTGERS DRIVE	Panama City, Fl. 32405	850-215-4651	lcherry@cdc-s.com
	JANICE BERRY	118 SERENADE LANE	Panama City Beach, Fl, 32413	850-233-1380	jaguberry@yahoo.com
	GLORIA TURNER	43 GULF VIEW DRIVE	Panama City Beach, Fl, 32413	850-249-2494	gloturn1@knology.net
	JUDY PADGETT MOORE	1408 CROOKED LANE	Panama City, Fl. 32405	850-277-0968	floridajuju@bellsouth.net
	MIKE McKINNEY	15312 BLUE SPRINGS RD.	Youngstown, Fl. 32466	850-722-4915	
	SUSAN BATES	2809 WOODMERE DRIVE	Panama City, Fl. 32405	850-784-4401	catnip2809@aol.com

Summary of accomplishments.

Filing, correcting and filling out needed financial reports with both state and federal agencies.

We have funded and participated in the completion of each of the following projects:

- Raised \$5955.00 through the eighth annual Ghost Walk event.
- With the publicity for Ghost Walk, the public became more aware of Camp Helen State Park.
- Participated in the annual Ocean Conservancy's International Coastal Cleanup Day.
- Participated in a spring cleanup of the path along Lake Powell on the park's north side.
- Decorated the Visitor's Center for Christmas
- Worked with the Gulf Beach Garden Club to maintain the Court Yard Garden
- Purchased a wheelchair for the park.
- Participated in the third annual "it's a spring thing" event.
- Kept membership informed of activities and events through a newsletter distributed quarterly.
- CSO paid for the pest control of three park facilities.
- Beautified flag pole area with native plants
- Sent a representative to the Friends of Florida State Park event in January of this year.

Summary of goals for the upcoming year.

- Fundraising to assist with the restoration of the oldest historic building on the property.
- Provide funds for specific park needs.
- Seek ways to make the public more aware of Camp Helen State Park.
- With the Gulf Beach Garden Club, maintain the Court Yard Garden.
- Be ready to assist the Park staff with specific needs.
- Enlarge Friends membership.
- Continue quarterly newsletter.
- Funding for sewer connections at volunteer sites.
- Funding for new trail interpretive signs.