



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2019 LEGISLATIVE REPORT
(pursuant to Section 20.058 Florida Statutes)**

Citizen Support Organization (CSO) Name: Friends of the Charlotte Harbor Aquatic Preserves, Inc.
Mailing Address: 12301 Burnt Store Road, Punta Gorda, FL 33955

Telephone Number: 941-575-5861 Website Address (if applicable): www.fchap.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.

Brief Description of the CSO's Mission: **Mission Statement**

The mission of Friends of the Charlotte Harbor Aquatic Preserves (FCHAP) is to support the protection, conservation, restoration, management, responsible public use, and the enhancement of the resources of the coastal and aquatic ecosystems of the Charlotte Harbor estuaries including Lemon Bay, Gasparilla Sound/Charlotte Harbor, Cape Haze, Pine Island Sound, and Matlacha Pass.

Goals

1. To increase public awareness through involvement in educational programs, resource-based activities, and special events.
2. To develop stewardship for our estuaries and our public lands.
3. To improve and restore the natural and cultural resources of the greater Charlotte Harbor estuaries.
4. To establish and maintain cooperative efforts with organizations, institutions, and government agencies involved in environmental protection.

Brief Description of the CSO's Results Obtained: In 2018-19 FCHAP continued to support quarterly training for the Charlotte Harbor Estuaries Volunteer Water Quality Monitoring Network (CHEVWQMN) a volunteer-based water quality monitoring program, assisted with scheduling snorkeling and nature trips and processing payments, continued support of the multi-agency Trabue Harborwalk Oyster Restoration project's macro-invertebrate monitoring tasks, continued to provide volunteer support to the multi-organizational Trabue Harborwalk Oyster Restoration project, purchased, donated to CHAP and assisted with deployment in the Aquatic Preserve of datasonde water quality monitoring and data streaming equipment, and successfully raised funds through membership dues and donations. We continued supporting the stipend fund for CHAP interns, funded through donations. The organization's account balance was \$32, 186.66 on June 30, 2019. Work was completed on the Trabue Harborwalk invertebrate monitoring and the final invoice was submitted to the Nature Conservancy. We participated in the annual Fort Myers Boat Show, the Charlotte Harbor Nature Festival and the FCHAP annual meeting. We accepted stewardship of public benefit funds, categorized the funds as restricted, to be used on approved projects as designated by the Aquatic Preserve Manager. We provided

financial support to the CHAP staff, funding training opportunities and certification fees. FCHAP refreshed its website and continues to post relevant information about the Aquatic Preserves to its Facebook page.

Brief Description of the CSO's Plans for Next Three Fiscal Years: FCHAP is committed to increasing financial support for the organization through membership, donations and possibly grants. In addition, we will continue to support CHAP 's CHEWQMN volunteers, seeking funds to upgrade equipment and provide support for quarterly training. We aspire to supporting CHAP staff attending and participating in offsite training, workshops and national conferences to continue the transfer of technology to our outstanding aquatic preserves. In the upcoming year we will continue to use social media to communicate with our members, the community, and the public. We hope to capture grant funds to continue supporting CHAP staff needs that go unfunded by the state budget process.

- X **Copy of the CSO's Code of Ethics attached and if the CSO has a website the code of ethics is posted conspicuously.**
- X **CSO has attached the most recent Internal Revenue Service (IRS) Form 990, 990-EZ, or 990-N receipt. If filing the 990-N the Department requires the 990 or 990-EZ as a worksheet. All IRS Form 990's must be complete with Part III Program Service and all appropriate Schedules (See attached instructions).**

Friends of the Charlotte Harbor Aquatic Preserves, Inc.
CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of the Charlotte Harbor Aquatic Preserves, Inc., (hereinafter “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 Friends of the Charlotte Harbor Aquatic Preserves, 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 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.

Department of the Treasury
Internal Revenue Service

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

2018

Open to Public Inspection

A For the 2018 Calendar year, or tax year beginning 2018-07-01 and ending 2019-06-30

B Check if available

 Terminated for Business Gross receipts are normally \$50,000 or lessC Name of Organization: FRIENDS OF THE CHARLOTTEHARBOR AQUATIC PRESERVES INC12301 BURNT STORE ROAD,PUNTA GORDA, FL, US,33955

D Employee Identification

Number 65-0911036

E Website:

www.fchap.orgF Name of Principal Officer: Elizabeth Donley5473 Henley Street, Bokeelia,FL, US, 33922

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.

Short Form

Return of Organization Exempt From Income Tax

2018

Open to Public Inspection

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

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

▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A For the 2018 calendar year, or tax year beginning _____, **2018, and ending** _____, **20**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization Friends of the Charlotte Harbor Aquatic Preserves, Inc.		D Employer identification number
	Number and street (or P.O. box, if mail is not delivered to street address)	Room/suite	E Telephone number
	City or town, state or province, country, and ZIP or foreign postal code		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.fchap.org

J Tax-exempt status (check only one) – 501(c)(3) 501(c) () ◀ (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)) 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

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	8,783
	2	Program service revenue including government fees and contracts	2	4,510
	3	Membership dues and assessments	3	0
	4	Investment income	4	0
	5a	Gross amount from sale of assets other than inventory	5a	0
	b	Less: cost or other basis and sales expenses	5b	0
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	0
	6	Gaming and fundraising events:		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	0
	b	Gross income from fundraising events (not including \$ 0 of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	0
c	Less: direct expenses from gaming and fundraising events	6c	0	
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	0	
7a	Gross sales of inventory, less returns and allowances	7a	0	
b	Less: cost of goods sold	7b	0	
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	0	
8	Other revenue (describe in Schedule O)	8	0	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	12,783	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	0
	11	Benefits paid to or for members	11	0
	12	Salaries, other compensation, and employee benefits	12	0
	13	Professional fees and other payments to independent contractors	13	0
	14	Occupancy, rent, utilities, and maintenance	14	0
	15	Printing, publications, postage, and shipping	15	103
	16	Other expenses (describe in Schedule O)	16	11,856
17	Total expenses. Add lines 10 through 16 ▶	17	11,959	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	824
	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)	19	31,363
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	32,187

Part II Balance Sheets (see the instructions for Part II)

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

		(A) Beginning of year	(B) End of year
22	Cash, savings, and investments	31,363	22 32,187
23	Land and buildings	0	23 0
24	Other assets (describe in Schedule O)	0	24 0
25	Total assets		25
26	Total liabilities (describe in Schedule O)		26
27	Net assets or fund balances (line 27 of column (B) must agree with line 21)		27 32,187

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

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

What is the organization's primary exempt purpose? support the mission of the State Aquatic Preserve

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28	<u>Water quality, FHCAP purchased and donated a data sonde to the State of Florida, supported the CHEVWQMN volunteers training events, and support the annual AP managers meeting, over 1.4 M</u>		28a	10,351
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>			
29	<u>Supported eco-tours over 200</u>		29a	486
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>			
30	<u>Supported an intern 1</u>		30a	425
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>			
31	Other program services (describe in Schedule O)		31a	
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>			
32	Total program service expenses (add lines 28a through 31a)		32	11,262

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

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

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Liz Donley, President	3	0	0	0
Cathy Olson, Secretary	2	0	0	0
Wilma Katz	2	0	0	0
David Moe, Treasurer	3	0	0	0
Bob Leonard, Director	2	0	0	0
Maran Hilgendorf	3	0	0	0

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

Table with columns for question number, question text, and Yes/No checkboxes. Rows include questions 33 through 45b regarding organizational activities, financials, and governance.

	Yes	No
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	46	✓

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

	Yes	No
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	47	✓
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	✓
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	✓
b If "Yes," was the related organization a section 527 organization?	49b	

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."

(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 ▶ 0

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 ▶ 0

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
	▶ Elizabeth Donley , President July 28, 2019 For Submission to FDEP ONLY NOT for Filing	
	▶ 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.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

**Open to Public
Inspection**

Name of the organization

The Friends of teh Charlotte Harbor Aquatic Preserves, Inc.

Employer identification number

65-0911036

Data Sonde \$9788

Charlotte Harbor Estuaries Volunteer Water Qaulity Monitoring Network \$870

Intern \$425

Eco--Tour Support \$713

Annul Report fee to State of Florida \$61