



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

Citizen Support Organization (CSO) Friends of DeLeon Springs State Park, inc

Mailing Address: 301 PONCE DELEON B;VD. DELEON SPRINGS FL 32130

Telephone Number: 386-325-4878

Website Address (*required if applicable*): N/A

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:**

*We encourage historical, educational and ecological enhancement within park.*

**Describe Last Calendar Year's Results Obtained:**

*We did not sponsor our usual annual events. but assisted when asked for various tasks around park. Purchased uniform shirts for some office park staff. Funded supplied items and staffed Heritage nursery. We supply plants to enhance entrance at the office. We supplied equipment either purchased or rental when needed. We purchased a \$6,200 dump trailer in Spring, Purchased \$640. filter and supplies for aquarium. Supplied sand blasting supplies \$400. \$4,300 in Bird Signage. Garage doors \$4.272. Spent \$675 in Booklets. We went to various community-based gatherings promoting volunteerism in the park. Our VP Elizabeth Lendian attended many government. environmental and ecological meetings representing our group throughout. Even though we are a small group we spent \$17482.14 to enhance or park on many levels. Our Rangers and staff are outstanding.*

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

*Our future plans in the next three years include to enhance visitor center. Increase park attendance. Add other park activities via motorcycle bike week and biketoberfest. We need outside help with staffing our events. . Purchase dog water fountain. Expand nursery as it brings in donations every time they have plant sales. We are still trying to get an all ability playground funded. Supply park with equipment either rented or purchased. Increase Friends membership. Was hard in 2020 as park was closed.*

**CSO's LAST CALENDAR YEAR STATISTICS:**

**Total Number of CSO General Membership: 88**

**Total Number of Board of Directors: 7**

**Total Volunteer Hours for the Board of Directors: 2,056**

**PARK & CSO RELATIONSHIP:**

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

Since becoming Park Manager at DeLeon Springs, I have been working to re-direct the CSO to be more effective in the use of their budget and to better prepare for the activities and events done by the organization. 2020 was a difficult year and all CSO events were cancelled. I see this as an opportunity to rebuild and restructure CSO activities to better support the park and its mission. There is a need to concentrate on getting more volunteers and new members on the board for the CSO to be successful. The current board is prepared to work toward the agreed upon goals set in the 2021 Annual Program Plan.

**CSO President’s Comments on the CSO & Park Relationship and Support:**

*I believe with the help of Park Manager Ken, we can increase membership in our friends group. The Garden Club of DeLeon Springs have decided to join. That alone will increase membership 20+. As we gain event volunteers I know the car show and other events will flourish. We are in communications with our re-enactors to have an event in Spring 2022. I know the Children's cane pole fishing tournament will go on! Ken has worked so hard to help us. We did supply \$17,482 worth of supplies and we are able to respond with requests almost immediately. We all hope this 2021 will bring in much more donations to make the all ability playground including a wheelchair swing for children. Again we are trying to increase volunteer friends membership so we can increase events. We encourage historical, educational and ecological enhancement within park. Ken acquired a aquarium and am able to show purification of water via natural grasses filtration!*

**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	\$4,272
Cultural resources (e.g., historic structure restoration/ renovation)	\$110
Natural resources (e.g., native plants, natural lands restoration)	\$ 100
Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws)	\$ 850
Other facilities and landscape maintenance	\$ 400
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$6,200
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$0
Park employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition)	\$0
Big ticket visitor center exhibits or interpretation updates	\$640
Park exhibits, displays, signage	\$4,104
Park publications, brochures, maps, etc.	\$ 710
Programing/interpretation support material purchases	\$0
Other program services	\$200
<b>Total Program Service Expenses</b>	<b>\$17,586</b>

**Total Operating Expenses** (Overhead including fees, memberships, postage, rent, utilities, etc.) **\$200**

**Visitor Services Revenue**

Park gift shops, craft stores and concession sales	\$ 0
Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.)	\$ 1,569.05
Programs and Special Events (e.g., fundraising workshops, seasonal events, concerts, etc.)	\$ 0

Vending (e.g., drink machines, penny press, laundry, Wifi, etc.)	\$ 127.00
Rentals (e.g., bikes, canoe, kayak, SUPs, etc.)	\$ 0
In-park donation boxes	\$588.84
Other visitor services revenue	\$ 0
<b>Total Visitor Services Revenue</b>	<b>\$2,284.89</b>
<b>Net Assets</b>	<b>\$5,380.00</b>

**CSO AUDIT:**

**Total of Last Calendar Year's Expenses (including grants) \$ 17,786**

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	Karen K Clark	<i>KAREN K CLARK</i>	6/17/2021
Park Manager	Kenneth Torres	<i>Kenneth Torres</i>	6/17/2021

- 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.

# FRIENDS OF DELEON SPRINGS STATE PARK, INC

## CODE OF ETHICS

### PREAMBLE

It is essential to the proper conduct and operation of FRIENDS OF DELEON SPRINGS STATE PARK, INC

- (1) (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.

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 DELEON SPRINGS STATE PARK, INC

- (2) 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.

**FRIENDS OF DELEON SPRINGS STATE PARK, INC**  
**CODE OF ETHICS**

**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.



## Confirmation

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e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

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

- **Organization Name:** FRIENDS OF DELEON SPRINGS STATE PARK INC
- **EIN:** 581959138
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520211364671255
- **Filing Status Date:** 05-16-2021
- **Filing Status:** Accepted

[< MANAGE FORM 990-N SUBMISSIONS](#)