



**Florida Department of Environmental Protection  
CITIZEN SUPPORT ORGANIZATION  
2025 LEGISLATIVE REPORT  
(pursuant to Section 20.058 Florida Statutes)**

Friends of the Charlotte Harbor Aquatic Preserves, Inc.

Citizen Support Organization (CSO) Name: \_\_\_\_\_

Mailing Address: 12301 Burnt Store Road, Punta Gorda, FL 33955  
\_\_\_\_\_

Telephone Number: 941-575-5861  
\_\_\_\_\_

Website Address (required if applicable): www.fchap.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 20.058, F.S., Citizen support and direct-support organizations.** In summary, the statute specifies the organizational requirements to submit an annual report each year for each designated CSO and to post that information on the Departments website.

**YOUR MISSION AND LAST CALENDAR YEAR'S PROGRAM ACCOMPLISHMENTS:**

**CSO's Mission:** (Consistent with your Articles and Bylaws)

FCHAP mission is to increase public awareness through involvement in educational programs, resource-based activities, and special events, develop stewardship for our estuaries and our public lands, and improve and restore the natural and cultural resources of the greater Charlotte Harbor estuaries, specifically the Charlotte Harbor Aquatic Preserves: Lemon Bay, Gasparilla Sound-Charlotte Harbor, Cape Haze, Pine Island Sound, and Matlacha Pass.

**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.)

- Continued support for Charlotte Harboe Estuary Water Quality Monitoring Network volunteers including quarterly QC training sessions, annual training, awards and recognition.
- Support for the repair and maintenance of the YSI Handheld equipment for the volunteer program.
- Gave presentation about the CHAP to the St. James City Yacht Club

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

- FCHAP will continue assisting the Charlotte Harbor Aquatic Preserves manager and staff in implementing the Management Plan and providing fiscal assistance as appropriate.
- The FCHAP Board remains committed to identifying potential candidates to serve on the Board.
- The Board will assist with restoration projects through financial support and volunteering.
- The Board will continue to assist with grant writing and budgeting for special projects such as restoration and exotic invasive plant removal within CHAP managed areas.
- The Board will review and revise the Bylaws as appropriate.

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

**Total Number of CSO General Membership:**

**Total Number of Board of Directors:**

**Total Volunteer Hours for the Board of Directors:**

**ORCP & CSO RELATIONSHIP:**

Do not duplicate by describing accomplishments and contributions in the summary. Brag in the above Results Obtained. Below, describe the relationship.

**AP Manager's Comments on the CSO & ORCP Relationship and Support:**

Provide your perspective on

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

Partnership with the Friends of the Charlotte Harbor Aquatic Preserves (FCHAP) continues to be a positive interaction, adding to the efficiency of the management of the Charlotte Harbor Aquatic Preserves (CHAP). The support of FCHAP in 2024 exemplified through support of the Charlotte Harbor Estuaries Volunteer Water Quality Monitoring Network by providing funds for water quality instrument maintenance and repair, funding having volunteer shirts printed, and sponsoring the biannual trainings required of the volunteers for sample collecting validity.

When there is a CHAP need, the Board is quick to respond and works collaboratively with the manager of CHAP to meet the request. With another active hurricane season in 2024, the Board of FCHAP communicated openly with the CHAP manager regarding impacts to the managed areas and staff.

**CSO President's Comments on the CSO & ORCP Relationship and Support:**

Provide your perspective on the relationship between the ORCP and CSO. What went well? Are there areas of improvement?

Recovery from Hurricanes Helene and Milton in addition to ongoing Hurricane Ian recovery continued to be the focus of CHAP staff. The FCHAP Board provided fiscal support when needed to repair and /or replace equipment and supplies.

FCHAP collaborated with CHAP manager to develop an annual budget for 2024 expenses and anticipated 2025 projects. The funds in the FCHAP restricted accounts are sufficient to cover costs, and the unrestricted funds are sufficient to cover expenses not allocable to the restricted funds.

CHAP hired new staff, FCHAP offered to provide stipends for the candidates to cover travel expenses for the in-person interview.

In 2024, the FCHAP website day to day responsibility for website upkeep and security was migrated to vendor who is providing services on an as-needed basis. The current expenses are less than \$200 for upkeep and security updates are being run quarterly, We anticipate uploading more content in 2025 for the Aquatic Preserve Statute anniversary.

CHAP staff has been extremely responsive to the Board's requests for updates about on-going research in the aquatic preserves and anticipated permit requests.

**SUMMARIZE FINANCIAL ACTIVITY FOR LAST CALENDAR YEAR, DIRECT AP(S) SUPPORT & REVENUES: Program**

**Services** are costs related to providing your organizations' programs or services in accordance with your mission. Describe and provide expenses that directly support the AP(s). For established nonprofit organizations, program service expenses generally represent most of the overall expenses of the organization. For the last calendar year provide the total \$ for each that apply. **Do not use commas.**

Building improvement, construction, or renovations	\$ 0.00
Cultural resources (e.g., historic structure restoration/ renovation)	\$ 0.00
Natural resources (e.g., native plants, natural lands restoration)	\$
Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws)	\$ 0.00
Other facilities and landscape maintenance	\$ 0.00
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$ 0.00
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$ 0.00
ORCP employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition)	\$ 947.48
Big ticket visitor center exhibits or interpretation updates	\$ 0.00
Preserve exhibits, displays, signage	\$ 0.00
Preserve publications, brochures, maps, etc.	\$ 149.31
Programing/interpretation support material purchases	\$ 0.00
Other program services	\$ 4618.33
<b>Total Program Service Expenses</b>	<b>\$ 5715.12</b>

**Visitor Services Revenue** are revenues and the sources generated from fundraising on preserve property. **Do not use commas.**

Preserve gift shops, craft stores, and concession sales	\$ 0.00
Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.)	\$ 0.00
Programs and Special Events (e.g., fundraising workshops, seasonal events, concerts, etc.)	\$ 0.00
Vending (e.g., drink machines, penny press, laundry, Wifi, etc.)	\$ 0.00
Rentals (e.g., bikes, canoe, kayak, SUPs, etc.)	\$ 0.00
In-preserve donation boxes	\$ 0.00
Other visitor services revenue	\$ 0.00
<b>Total Visitor Services Revenue</b>	<b>\$ 0</b>

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**NET ASSETS:** \$

128939.26

Organizations end of last year's Total Assets minus Total Liabilities. This is not the above's Visitor Service Revenue minus Program Service Expenses.

**CSO AUDIT THRESHOLD:**

**Last Calendar Year's Total Expenses (including grants)** \$

5715.12

Are the CSO's annual total expenses \$300,000 including grants? Then Section 215.981(2), Florida Statute requires an independent CPA audit using Government Audit Standards ([U.S. GAO Yellow Book](#)). 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.

**CONFIRM ATTACHMENTS:**

- ☒ **Code of Ethics**
- ☒ **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 complete 990 and schedules.**

## 2024 CSO Legislative Report Acknowledgment

This information is complete to the best of my knowledge pursuant to Section 20.058 Florida Statutes

Signature: E. Donley

Print name: EIZ DONLEY, CSO President

FRIENDS OF THE CHARLOTTE HARBOR, Inc.  
AQUATIC PRESERVES

Date: 5/1/2025

Signature: Arielle Taylor-Manges Digitally signed by Arielle Taylor-Manges  
Date: 2025.05.08 15:49:54 -04'00'

Print name: Arielle Taylor-Manges, AP Manager

Date: 05/08/2025

# **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

2024

Open to Public Inspection

**A** For the **2024** Calendar year, or tax year beginning **2024-01-01** and ending **2024-12-31****B** Check if available☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less**C** Name of Organization: **FRIENDS OF THE CHARLOTTE****HARBOR AQUATIC PRESERVES INC****12301 Burnt Store Road,  
Punta Gorda, FL, US, 33955****D** Employee IdentificationNumber **65-0911036****E** Website:**www.fchap.org****F** Name of Principal Officer: **Liz Donley****5473 Henley St, 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.