



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2018 REPORT
(pursuant to Florida Statute 20.058)**

Citizen Support Organization (CSO) Name: Friends of Fort Clinch, Inc.

Mailing Address: 2601 Atlantic Ave., Fernandina Beach, FL 32034

Telephone Number: 904-277-7233 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:

To support the State park Mission of providing resource based recreation while preserving, interpreting, and restoring the natural and cultural resources of Fort Clinch State Park through fund raising and grant acquisition.

- A. Provide support for restoration projects at Historic Fort Clinch
- B. Provide support for special events and educational programming
- C. To obtain tools and equipment to assist park rangers and volunteers in their duties
- D. To expand and improve the Parks renowned living history programs and to support any other activities, programs, or events which are designed to meet the additional areas of park needs identified by the park manager.

Brief Description of the CSO's Results Obtained:

- Supported 18 - 1st Weekend and special events by providing meals for living historians.
- Held 5 Board meetings and annual meeting.
- Joined Friends of Florida Parks which provides resources and liability insurance for Board.
- Revised membership directory by culling non-current members and making it more efficient.
- Developed completely new CSO records filing system with volunteer leadership
- Purchased new cannon carriage for Parrott Rifle.
- Supported Volunteer recognition luncheons.
- Maintained 2 AIFBY Chamber memberships (Friends and Park).
- Supported volunteers on special projects, hurricane clean-up activities, Emory University students.
- Supported Olustee trip for Regiment from Ft. Clinch
- Upgraded electric service for new washers/dryers we added for volunteers/resident staff use.
- Supplied water for Ranger station for campers/visitors.
- Kept Sutlery stocked.
- Purchased Mahindra UTV with assistance from grant.
- Hosted District II Citizen Support Org, (CSO) meeting.
- Supported Kid's Fishing Clinic.
- Facilitated corporate and private rentals of Fort for special events.
- Purchased and dedicated Civilian Conservation Corp Statue. Raised private matching funds (50% of project) for statue, benches, kiosk, flagpole, sod, fetch, bricks/pedestal, electric, and dedication reception.
- Hosted Amelia River Cruise and Bronze Man Race (cancelled due to hurricane) as statue fundraiser.
- Paid for upgrade to campground fish cleaning station
- Represented Friend of Ft. Clinch, Inc. at Wild Amelia Festival with information table.
- Purchased kayaks and supplies for new Park kayaking program.
- Purchased period uniforms for Rangers who act as living historians in Fort.
- Purchased lumber for Fort repairs.
- Collected Chris Hackney memorial donations and used such to purchase bench materials for staff to install additional benches throughout Park.
- Participated in statewide Park Manager/CSO meeting in Winter Park.
- Purchased Penny Press located in Visitor Center.
- Purchased banner to promote CSO/Friends of Fort Clinch, Inc.

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

- Continue to support the extensive living history and nature based programming.
- Continue to support volunteer efforts in interpreting the life of a Union soldier by funding interpretation materials and selected group meals for overnight volunteers.
- Support the funding of the ongoing restoration efforts of Historic Fort Clinch through supporting grant applications and providing matching funds when feasible.
- Continue to support special events including First Weekend Union and Confederate Garrisons, Spanish American War event, WWII event, History of the Soldier, Olustee weekend and Annual Kids Fishing Clinic.
- Enhance the CCC Statue project by completing a "history" of the project pictorial notebook for visitors to peruse.
- Continue to host private special events as a significant fund-raising source for the CSO and to promote access and exposure to the Florida State Park system.
- Continue to participate in the Wild Amelia annual expo and explore other organizations for opportunities to promote the park.
- Fund materials for bicycle wash.
- Continue to obtain tools/equipment to assist park staff and volunteers complete their duties safely and efficiently which helps them provide quality resource based recreational activities while preserving, interpreting and restoring natural and cultural resources.
- Assist park in updating interpretive signage in selected areas throughout the park.
- Review and update membership categories and practices.
- Actively promote memberships and communicate activities and accomplishments more effectively with members via website and Facebook.
- Increase press releases sent to local media regarding CSO opportunities and programs.
- Complete a new website with the capability of accepting electronic payments for Friends of Ft. Clinch memberships.
- Develop and adopt a new logo to include in all publications and media.
- Continue ongoing work in updating and keeping the filing system current. Explore electronic filing systems.
- Offer Starry Night Astronomy star gazing programs each year.
- Amend the ByLaws.
- Offer an "Adopt a Turtle" Program to help further educate people about sea turtles while also earning funds to assist with the turtle watch park program.
- Purchase 3" ordinance rifle w/non-firing tube for interpretation.
- Work with Old Town Fernandina volunteers to help upgrade the signage in The Plaza Park as well as support their plans to offer guided walking tours of The Plaza Park and Old Town Fernandina. Include additional materials regarding The Plaza Park in the Ranger Station.

- X Copy of the CSO's Code of Ethics attached** (*Model provided; see CSO 2014 instructions*)
- 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**

FOFCSP, Inc. Code of Ethics – September, 2014

Friends of Fort Clinch State Park Inc. CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of Fort Clinch 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 Friends of Fort Clinch 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.

FOFCSP, Inc. Code of Ethics – September, 2014

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.

Short Form

Return of Organization Exempt From Income Tax

OMB No. 1545-1150

2017

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.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2017 calendar year, or tax year beginning January 1, 2017, and ending December 31, 20 17

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 Fort Clinch, Inc.		D Employer identification number 59-3126070
	Number and street (or P.O. box, if mail is not delivered to street address) Room/suite 2601 Atlantic Ave.		E Telephone number 904-277-7274
	City or town, state or province, country, and ZIP or foreign postal code Fernandina Beach, FL 32034		F Group Exemption Number ▶

G Accounting Method: Cash Accrual Other (specify) ▶ _____

I Website: ▶ <https://friendsoffortclinchinc.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) below) 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	18,729
	2	Program service revenue including government fees and contracts	2	29,868
	3	Membership dues and assessments	3	6,690
	4	Investment income	4	6
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ _____ 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		
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less: cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	55,287	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe in Schedule O)	16	76,550
17	Total expenses. Add lines 10 through 16 ▶	17	76,550	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-21,263
	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	79,885
	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	58,662

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	79,885	22 58,622
23 Land and buildings	0	23 0
24 Other assets (describe in Schedule O)	0	24 0
25 Total assets	79,885	25 58,622
26 Total liabilities (describe in Schedule O)	0	26 0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	79,885	27 58,662

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

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

What is the organization's primary exempt purpose? Support state park programs and facilities

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.

28 _____ _____ _____ (Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	28a
29 _____ _____ _____ (Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	29a
30 _____ _____ _____ (Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	30a
31 Other program services (describe in Schedule O) (Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	31a
32 Total program service expenses (add lines 28a through 31a)	32

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
Don Hughes, President	8	0	0	0
Jim McCannell, Vice-President	4	0	0	0
Candace Michelson, Treasurer	1	0	0	0
Nancy Fishburn, Secretary	1	0	0	0
Rob Pfluger, Member	1	0	0	0
Sandra Baker-Hinton, Membership Coordinator	4	0	0	0
Chris Hackney, Member - resigned due to health	0	0	0	0
Amy Wade, Member	1	0	0	0
Stan Fishburn, Member	1	0	0	0
Ronald Jones, Member	1	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

		Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		✓
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		✓
35a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		✓
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		✓
35b			✓
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		✓
35c			✓
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		✓
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0		
b	Did the organization file Form 1120-POL for this year?		✓
37b			✓
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		✓
b	If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9	39a	
b	Gross receipts, included on line 9, for public use of club facilities	39b	
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____ ; section 4912 ▶ _____ ; section 4955 ▶ _____		
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	✓
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ _____		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	✓
41	List the states with which a copy of this return is filed ▶ _____		
42a	The organization's books are in care of ▶ _____ Telephone no. ▶ _____ Located at ▶ _____ ZIP + 4 ▶ _____		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ▶ _____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b	✓
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: ▶ _____	42c	✓
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		<input type="checkbox"/>
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	✓
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	✓
c	Did the organization receive any payments for indoor tanning services during the year?	44c	✓
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	✓
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	✓
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b	✓

	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		<input checked="" type="checkbox"/>

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		<input checked="" type="checkbox"/>
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		<input checked="" type="checkbox"/>
49a Did the organization make any transfers to an exempt non-charitable related organization?		<input checked="" type="checkbox"/>
b If "Yes," was the related organization a section 527 organization?		<input checked="" type="checkbox"/>

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

f Total number of other employees paid over \$100,000 ▶ _____


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

d Total number of other independent contractors each receiving over \$100,000 ▶ _____

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
	Don Hughes - Friends of Fort Clinch, Inc. Type or print name and title	July 2018

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

2017

**Open to Public
Inspection**

Name of the organization

Friends of Fort Clinch, Inc.

Employer identification number

59-3126070

Line 16: Other Expenses

Cannon Carriage: 9,400.00

Program Support - Living History Weekends, Uniforms: 3,706.14

Kayak Program: 696.84

Volunteer Support meetings, hurricane clean-up: 441.30

Volunteer Laundry Upgrades: 1215.00

Memberships in Chamber of Commerce and Friends of FL State Parks: 490.00

Office supplies, banner, web fee, stamps: 481.60

Bottled water and Sutlery supplies: 791.98

Kids Fishing Clinic - 638.47

Penny Press shared revenue & purchase: 3,480.00

Sales tax: 1,578.50

Board & District meetings & Board name tags/shirts: 936.70

Utility Vehicle: 11,626.00

Materials for Repairs: 3,117.96

Civilian Conservation Corp Statue Project: 27,886.99

Rental Costs: 9,425.00

Bronze Man Race Refunds: 612.50

Bank Fees: 24.73

TOTAL: \$76,549.71 (Rounded to \$76,550 in schedule A)