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

Telephone Number: 904-277-7233 Website Address: https://friendsoffortclinchinc.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.

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.

#### CSO's Mission: Consistent with Articles and Bylaws

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.

- Provide support for restoration projects at Historic Fort Clinch
- Provide support for special events and educational programming
- To obtain tools and equipment to assist park rangers and volunteers in their duties
- 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.

## Description of the CSO's Results Obtained: Expand section as necessary to be complete

- Supported 18 1st Weekend and special events by providing meals for living historians.
- Held 5 Board meetings and annual meeting.
- Maintained membership to Friends of Florida Parks which provides resources and liability insurance for Board and 2 AIFBY Chamber memberships (Friends and Park).
- Supported Volunteer recognition luncheons.
- Supported volunteers on special projects, hurricane clean-up activities.
- Supported Olustee trip for Regiment from Ft. Clinch
- Supplied water for Ranger station for campers/visitors.
- Kept Sutlery stocked.
- Hosted District II Citizen Support Org, (CSO) meeting.
- Supported Kid's Fishing Clinic.
- Facilitated corporate and private rentals of Fort for special events.
- Represented Friend of Ft. Clinch, Inc. at Wild Amelia Festival with information table.
- Purchased period uniforms for Rangers who act as living historians in Fort.

- Purchased lumber for Fort repairs.
- Participated in statewide Park Manager/CSO meeting.
- Continue to collect revenue through the Penny Press located in Visitor Center.
- Purchased banners to promote CSO/Friends of Fort Clinch, Inc programs throughout year.
- Developed and adopted a new logo to include in all publications and media."

# Description of the CSO's Plans for the Next Three Fiscal Years: Expand section as necessary to be complete

- 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 Aunual 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."
- 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."
- Continue to 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."

- ☑ CSO's Code of Ethics is attached, and if the CSO has a website the code of ethics is posted conspicuously.
- ☑ 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).

# FOFC, Inc. Code of Ethics - September, 2014

# Friends of Fort Clinch, Inc. CODE OF ETHICS

#### PREAMBLE

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

morrogroup provided will engage you to title a more complete return and reduce the chances the IRS has to contact you.

Form 990-EZ

### **Short Form** Return of Organization Exempt From Income Tax

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

OMB No. 1545-1150 2018

Open to Public Inspection

Department of the Treasury Internal Revenue Service

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. A For the 2018 calendar year, or tax year beginning January , 2018, and ending C Name of organization 28 of ft. Clinch Address change Number and street (or P.O. box, if mail is not delivered to street address) Room/suite Name change

December 31,2018 B Check if applicable: D Employer identification number 59-3126070 E Telephone number Initial return Atlantic Avenue 904-277-7 Final return/terminated City or town, state or province, country, and ZIP or foreign postal code F Group Exemption Amended return fernandina Beach. FI 32034 Number > 7 Application pending G Accounting Method: A Cash ☐ Accrual Other (specify) ►

I Website: ► http://friends.offclinching.ova H Check ▶ ☐ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF). 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 Other Association 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 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 ! . . 7! 1 8 2 2 Program service revenue including government fees and contracts 061 7: 3 3 25 4 4 5a 5a Gross amount from sale of assets other than inventory . . . . Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) . . . . 5c Gaming and fundraising events: Gross income from gaming (attach Schedule G if greater than Revenue 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) . . . Less: direct expenses from gaming and fundraising events . . . 6c Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract 6d Gross sales of inventory, less returns and allowances . . . . . 7a 7a 7b Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) . . 7c 8 8 20,001 9 9 10 10 11 11 12 12 13 Professional fees and other payments to independent contractors . . . . 13 14 14 15 15 16 16 17 17 18 18 Net Assets 19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with 19

Other changes in net assets or fund balances (explain in Schedule O) . . . . . .

Net assets or fund balances at end of year. Combine lines 18 through 20

20

20 21

Part II	Balance Sheets (see the instructions for Check if the organization used Schedule	NAME OF THE OWNER	ny curection in this f	Part II	Г
	Oneon in the organization deed ophodule	O to respond to a		(A) Beginning of year	(B) End of year
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	and and buildings			The second secon	3 0
	Other assets (describe in Schedule O)				5 52,711
	otal essets				5 52,7/1 6 0
	let assets or fund balances (line 27 of column			The state of the s	7 32 711
Part III		olishments (see th	e instructions for P	art III)	. 02.71
	Check if the organization used Schedule			Part III	Expenses
What is t	the organization's primary exempt purpose?				(Required for section 501(c)(3) and 501(c)(4)
	the organization's program service accomplis			ogram services,	organizations; optional fo
	sured by expenses. In a clear and concise me benefited, and other relevant information for ea		services provided	the number of	others.)
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31 Ott	ner program services (describe in Schedule O)				
	ants \$ ) If this amount	includes foreign gra	ints, check here .	🕨 📙 🤅	31a
Part IV	tal program service expenses (add lines 28a t List of Officers, Directors, Trustees, and Key				32
TACING N	Check if the organization used Schedule				
	A	(b) Average	(c) Reportable ?	(d) Health benefits,	
	(a) Name and title	hours per week devoted to position	(Forms W-2/1099-MISC)	contributions to employed benefit plans, and	other compensation
_		301102107	(if not paid, enter -0-)	deferred compensation	
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Part				
	instructions for Part V.) Check if the organization used Schedule O to respond to any question in this	Part		
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	33	Yes	No.
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			1
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)?	34 35a		1
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 Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice,	35b		
36	reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		1/-
37a	during the year? If "Yes," complete applicable parts of Schedule N	36		
b 38a	Did the organization file Form 1120-POL for this year?  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?	37b 38a		V
ь 39	If "Yes," complete Schedule L, Part II and enter the total amount involved			
a b 40a	Initiation fees and capital contributions included on line 9			
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	40Ь		/
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			-71
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization			
е	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		1
41 42a	List the states with which a copy of this return is filed ►  The organization's books are in care of ► Carri e McCannell - Scruggy Telephone no. ► 909	1-2	77 -	7277
4Za		034	7	1422
b	At any time during the catendar 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)?	42b	Yes	No
	If "Yes," enter the name of the foreign country ▶	420		-
	See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			10090
С	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		V
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in fieu of Form 1041—Check here and enter the amount of tax-exempt interest received or accrued during the tax year	• •	Yes	► []
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	ies	1
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		V
c d	Did the organization receive any payments for indoor tanning services during the year?	44c		V
45a b	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		7
	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		V

46 D	id the organization engage, directly or in	adirectly in political	campaign antivities on	hoholf of or in annou	tion [	Yes	No
<b>46</b> D	candidates for public office? If "Yes,"	complete Schedule C	, Part I	benan of or in oppos	. 46		1
Part VI	Section 501(c)(3) Organization	s Only					
	All section 501(c)(3) organization	s must answer que	estions 47-49b and	52, and complete the	e tables	for lin	es
	50 and 51. Check if the organization used Sc	hedule O to respon	d to any question in t	hie Part VI			
	Official the organization used Sc	nedule O to respon	a to any question in t	ns rait vi	* * *	Yes	No
	id the organization engage in lobbying					1.00	1
	ear? If "Yes," complete Schedule C, Par						V
	the organization a school as described i		570				V
	id the organization make any transfers t "Yes," was the related organization a se				. 49a	-	V
	omplete this table for the organization's				. 49b		ld key
	mployees) who each received more than						
	(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			
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	omplete this table for the organization 100,000 of compensation from the orga- (a) Name and business address of each Indepen-	anization. If there is n			h received		than
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<b>52</b> Di	otal number of other independent contri id the organization complete Sched	사람이 그 이 번째인데 그 경기에 어떻게 되는 데 되었다.	"보다 아이에 없다. 아르아 없는데 맛이 있다는 그 말이 없는데 없다.		100000000000000000000000000000000000000		
	ompleted Schedule A	ratum including accompa			.► Yes		
true, correct	t, and complete. Declaration of preparer (other tha	officer) is based on all in	omation of which preparer I	nas any knowledge.	HOMIOUSE AL	d Dellai,	, IL 15
	De Dondal A	*Jake					
Sign Here	Signature of officer  Donal J. Hugh  Type or print name and title	es - Presid	ent	May	2019	P.	
Paid	Print/Type preparer's name	Preparer's signature	Da	Check Self-emph	if PTIN		
Prepare Use On	The state of the s			Firm's EIN ▶	744		
	Firm's address ▶			Phone no.			
May the I	RS discuss this return with the prepare	r shown above? See	instructions		► ☐ Yes		No
					Form 95	IO-EZ	(2018)

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Form 990-EZ (2018)

#### SCHEDULE O (Form 990 or 990-EZ)

## 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.

OMB No. 1545-0047

Open to Public Inspection

Department of the Treasury Internal Revenue Service Attach to Form 990 or 990-EZ.

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

friends of Fort Clinch, Inc	Employer identification number 59-3126070
Line 16 - Other Expenses	
Black Powder & Interpretive Items	-42,093.40
1st Weekend Support	- 1,856.15
1st Weekend Support olunteer Workdays & Vol. crabshirts	- 982.92
ife Membership Refunds	-1,540,00
Rental Refunds	-1,180.35
Equipment Rentals (lighting Ferprogram of Tools)	- 1.645.00
Bench Plaque	- 99.95
ater Fountain, Carport, Tarps	-6,282.77
rinting, Partage(100), Logo design	- 746.42
Bottled water	- 569.59
Nab Page	- 396.60
Board Meetings, Nanctags, Shirts	- 396.71
District IT meeting	- 1,629,27
Virtage Car Program	- 498.74
Fishing Clinic	- 974.28
State Taxes	- 438.08
Bank Fees	- 28.74
Udunteer Laundry (washing machine)	- 407.55
Printers, Monitors, Computer Ink	- 260.79
Signage of Labels	-2,393.30
Dues, Memberships, Cook donation	- 1,490.00