



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2014 REPORT**

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Fort Mose Historical Society: African American Community of Freedom, Inc.
Mailing Address: 15 Fort Mose Trail, St. Augustine, FL 32084
Telephone Number: (904) 823-2232 Website Address (if applicable): www.FortMose.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.

Brief Description of the CSO's Mission:

The mission of the Fort Mose Historical Society is to support the Florida Park Service in its efforts to preserve, protect and interpret Fort Mose Historic State Park, the site of the first free Black legally sanctioned settlement in continental USA, and its significance as the birth place of freedom in America for present and future generations. Currently in its 18th year, the Fort Mose Historical Society is dedicated to ensuring that the Fort Mose site and the story of its African inhabitants are seamlessly woven into the tapestry of American history.

Brief Description of the CSO's Results Obtained:

From its inception, the Fort Mose Historical Society has been instrumental in the development, organization, funding and implementation of projects, events, outreach programs, educational activities, interpretative programs and fundraising events in support of its mission statement. In the 2013-2014 fiscal year, the Society held two fund raising golf tournaments and expanded and strengthened the Experience Fort Mose – the Birth Place of Freedom Program Series at the Park.

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

The Society's Plans for the next three fiscal years include:

- Fund raising for the recreation of the bastion wall of the first Fort Mose built in 1738 along with interactive interpretative and educational exhibits;
- Further strengthening and development of the Experience Fort Mose – the Birth Place of Freedom Program Series, particular the annual Flight to Freedom Program (February) and the annual Battle of Bloody Mose Program (June);
- Securing grant funds to support the living history and other programs at the Park;
- Expanding the number of living history and other volunteers at the Park; and
- Increasing the Park's visitation through educational and other promotions programs and activities to increase local, state, national and international awareness of the site's historical significance in America's struggle for freedom and equality.

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

☒ **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**

**FORT MOSE HISTORICAL SOCIETY: AFRICAN AMERICAN
COMMUNITY OF FREEDOM, INC.
CODE OF ETHICS**

PREAMBLE

- (1) It is essential to the proper conduct and operation of the Fort Mose Historical Society: African American Community of Freedom, 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 the Fort Mose Historical Society: African American Community of Freedom, Inc.’s 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.

ATTACHMENT ONE

The Fort Mose Historical Society – African American Community of Freedom Inc.’s Code of Ethics as a CSO for Fort Mose Historic State Park is further supported and reinforced in Article VI – Officers, Section 9.0 – Conflict of Interests which is as follows.

“Section 9.0: Conflicts of Interests. Officers and Directors of the Corporation are to act and carry out their duties and responsibilities solely in the interests of the Corporation and the State’s Department of Environmental Protection without regard to personal, financial or political interest or gain. Whenever an Officer or Director has a personal, financial or political interest, whether actual or the appearance of, in any matter coming before the Board of Directors, the Board shall ensure that:

- (a) The nature of the interest of such Officer or Director is fully disclosed to the Board of Directors.
- (b) Any transaction in which an Officer or Director has a personal, financial or political interest shall be duly approved by the members of the Board of Directors not so interested or connected as being in the best interests of the Corporation and the State’s Department of Environmental Protection.
- (c) No interested Officer or Director may discuss, lobby or vote on the matter or be counted in determining the existence of a quorum at the meeting of the Board of Directors at which such a matter is voted upon. Any matter involving a conflict of interest shall be approved only when a majority of disinterested Officers and Directors determine that it is in the best interest of the Corporation and the State’s Department of Environmental Protection to do so.
- (d) Any payment or compensation to the interested Officer or Director as a result of action taken by a majority of disinterested Officers and Directors shall be reasonable and shall not exceed fair market value.
- (e) The minutes of the meeting at which such votes are taken shall record such disclosure, abstention and rationale for approval.”

Statement of Accomplishments and Goals

Fiscal year 2012/2013 (Reporting year)

Name of Citizen Support Organization Fort Mose Historical Society

Address PO Box 4230 (CSO's permanent address)
City, State, Zip St. Augustine, FL 32085

Estimated Volunteer Hours 748.50 (For CSO officers, board & members)

Total Membership 143 (For reporting year)

Please attach a current list of Citizen Support Organization Board Members.

(Include name, address, phone, and email address)

See attached page

Provide a summary of accomplishments. (Attach additional pages as needed)

(Accomplishments based on previous year's goals: short term and long term)

See letter from CSO President and from Park Manager

Provide the summary of goals for the upcoming year.

(Attach additional pages as needed)

(Goals based on reporting year's accomplishments and identified short and long term goals)

See letter from CSO President and from Park Manager

Value of Contributed Hours.

\$7,248.76 in Management and Support

See attached page

Fort Mose Historical Society
PO Box 4230
St. Augustine, FL 32085

Board Members, 2013

Madeline O. Holtz, President
700 West Pope Rd #E34
St. Augustine, FL 32080
461-9737
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Madeline.holtz@yahoo.com

Thomas Jackson, Vice President
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Charles Ellis, Treasurer
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Dr. Dorothy H. Israel, Secretary
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Chair, Grant committee
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Fort Mose Historic State Park
1340-A A1A South
St. Augustine, FL 32080

This Value of Contributed Services is provided by the staff of Fort Mose Historic State Park, Division of Recreation and Parks, Department of Environmental Protection. The Division of Recreation and Parks operates on a cash-based method of accounting.

A summary of contributed services from Fort Mose Historic State Park for the period of July 1, 2012 through June 30, 2013 is as follows:

Staff Support:

The park contributed a total of \$ 7248.76 in staff support services to the Fort Mose Historical Society.

Sample Breakdown:

| | |
|----------------------------------|-------------|
| Use of Facilities (CSO Meetings) | \$ 0.00 |
| Program Services | \$ 0.00 |
| Management & General Support | \$ 7,248.76 |

| | |
|-------|------------|
| Total | \$7,248.76 |
|-------|------------|

Send figures to PM's from the corresponding Peas Reports (Bill Allman or Lakeisha Davis) for Modules 2430 and 2440.

Note: Send these figures as soon as they are available

Fort Mose Historical Society, Inc.

Financial Statement Disclosures

June 30, 2013

1. Fort Mose Historical Society, Inc. ("the Organization") is a not-for-profit corporation organized under the laws of the State of Florida. It is exempt from Federal income taxes under Sec. 501(c)3 of the Internal Revenue Code. It was established to preserve and promote the site of the first free black colony in the United States.
2. Summary of Significant Accounting Policies:
 - a. Basis of Accounting – The accompanying financial statements have been prepared on the basis of accounting the organization uses for income tax purposes. This is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
 - b. Net Assets – Net assets are presented in the financial statements as unrestricted, temporarily restricted, or permanently restricted based on restrictions imposed by the donors. The organization had no temporarily or permanently restricted assets for the years ended June 30, 2013 and 2012.
3. Fixed Assets – Fixed assets consist primarily of equipment used at the organization's visitor center. The cost is being depreciated over lives ranging from 5 to 7 years.

Fort Mose Historical Society, Inc.
Statement of Functional Expenses
Years Ended June 30, 2013 & June 30, 2012

| | 2013 | 2012 |
|---|-------|-------|
| Personnel expenses | | |
| Payroll taxes & employee benefits | | |
| Total salaries & related expense | | |
| Contracted services | | |
| Construction & design | | |
| Landscape | | |
| Other | | |
| Total Contracted Services | | |
| Direct expenses | | |
| Materials, supplies, equipment & rentals | 2,308 | 0 |
| Printing & publications | 0 | 0 |
| Conferences, conventions & meetings | 400 | 310 |
| Postage, shipping & messenger | 136 | 279 |
| Food, entertainment & meals | | |
| Purchase for re-sale | 0 | 0 |
| Travel | 0 | 0 |
| Insurance | 241 | 215 |
| Staff support | | |
| Cost of park facilities | | |
| Cost of park revenues | | |
| Advertising | 246 | 1,024 |
| Professional fees, trainers & demonstrators | 2,466 | 500 |
| Office expenses | 574 | 124 |
| Miscellaneous (including park petty cash) | | |
| Interest | 0 | 165 |
| Telephone | | |
| Research Equipment & Supplies | | |
| Total direct expenses | 6,371 | 2,617 |
| Total expenses before depreciation | 6,371 | 2,617 |
| Depreciation | 1,991 | 2,794 |
| Total expenses after depreciation | 8,362 | 5,411 |

Fort Mose Historical Society, Inc.
Statement of Cash Receipts, Expenditures, and Scholarships Paid
Years Ended June 30, 2013 & June 30, 2012

| | Totals | |
|--|----------------|-----------------|
| | 2013 | 2012 |
| Receipts and other support | | |
| Contributions | 280 | 346 |
| Grants | 7,200 | 0 |
| Membership dues | 950 | 1,105 |
| Merchandise sales | 289 | 152 |
| Lincolnvill Festival Revenue | 0 | 58,526 |
| Lincolnvill Festival Expenses | 0 | (65,014) |
| Flight to Freedom Revenue | 0 | 25 |
| Flight to Freedom Expenses | (2,141) | (1,123) |
| Battle of Bloody Mose-Revenue | 0 | 130 |
| Battle of Bloody Mose-Expense | 0 | (1,544) |
| Youth Camp-Revenue | 0 | 49 |
| Youth Camp-Expense | 0 | (537) |
| Value of Contributed Services: | | |
| Governmental support | | |
| Non governmental support | | |
| Investment and dividends: | | |
| Dividends and Interest income | 0 | 0 |
| Gain on sale of investments | | |
| Other | | |
| Net assets released from restrictions | | |
| Total Receipts and other support | 6,558 | (7,885) |
| Disbursements | | |
| Scholarship | | |
| Park Requests | | |
| Program services | 6,265 | 3,104 |
| Management and general | 1,851 | 1,283 |
| Fundraising | 246 | 1,024 |
| Membership-Development | | |
| Total Disbursements | 8,362 | 5,411 |
| Change in net assets | (1,804) | (13,296) |
| Net assets at beginning of year | 15,520 | 28,816 |
| Net assets at the end of the year | 13,716 | 15,520 |

Fort Mose Historical Society, Inc.
Statement of Assets & Liabilities Resulting from Cash Transactions
Years Ended June 30, 2013 & June 30, 2012

| | Year Ended | 2013 | 2012 |
|---|------------|---------------|---------------|
| Assets | | | |
| Cash: | | | |
| Checking Account | | 10,882 | 10,896 |
| Savings Account | | 0 | 0 |
| Building Fund | | | |
| Investments, at cost: (Note 3) | | | |
| Stocks | | | |
| Bonds | | | |
| Mutual Funds | | | |
| CDs | | | |
| Inventories, at cost | | | |
| Fixed assets, at cost: | | | |
| Property | | | |
| Other | | 17,385 | 17,385 |
| | | 17,385 | 17,385 |
| Less accumulated depreciation | | (14,252) | (12,261) |
| Net fixed assets | | 3,133 | 5,124 |
| Deposits | | | |
| Total Assets | | 14,015 | 16,020 |
| Liabilities and Net Assets | | | |
| Liabilities | | | |
| Accounts Payable | | 300 | 500 |
| Total Liabilities | | 300 | 500 |
| Net Assets | | | |
| Unrestricted: | | | |
| Available for operations | | 13,715 | 15,520 |
| Designated for long term investment | | | |
| Total Unrestricted | | 13,715 | 15,520 |
| Temporarily restricted net assets | | | |
| Permanently restricted net assets | | | |
| Total Restricted Assets | | | |
| Total Net Assets | | | |
| Total Liabilities & Net Assets | | 14,015 | 16,020 |