



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2014 REPORT**

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Friends of Franklin County State Parks, Inc.

Mailing Address: 1900 E. Gulf Beach Drive, St. George Island, FL 32328

Telephone Number: (850) 323-1433 Website Address (if applicable): <http://www.fofcsp.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:

To generate and employ additional resources and support of and in the best interests of Friends of Franklin County State Parks, Inc. (CSO) through, among other events and activities, the following: special work projects, special programs, special events, outreach programs, aid other CSOs, educational activities and communications, special exhibits, interpretive programs, fund raising activities to seek additional funds to augment the recreation area's existing funding in order to maintain, enhance, and expand the park's services to the public.

Brief Description of the CSO's Results Obtained:

Multiple assistance devices purchased for the use by visitors to the parks (OPDMDs and beach wheelchairs); grant liaison for nature trail expansion project; funding of materials for work projects; funding of interpretive supplies for in-park programs and community outreach; purchasing resale items at all three parks; assisting in Volunteer Appreciation Days in District 1; securing donations and protective household items for the Orman House; participation in community events to raise awareness and donations; kayak and canoe rentals; purchasing items for resale. All of these functions have helped to increase awareness and visitation of the three parks and have assisted in the overall experience by those visitors.

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

Continuation of assistance and services to benefit the John Gorrie Museum State Park, Orman House Historic State Park and St. George Island State Park. This will include but is not limited to purchasing resale items, continuation of kayak and canoe rentals, firewood and ice sales, continued support for ideas and devices to better serve those with mobility impairments, explore the potential for adding fish cleaning stations to St. George Island State Park, support of the volunteer programs at all three parks, assist in creating new interpretive displays and landscaping enhancements at the John Gorrie Museum State Park and provide assistance at the Orman House Historic State Park with general house repairs, landscape enhancements and wedding venue potential.

- 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**

Friends of Franklin County State Parks, Inc.
CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of Franklin County State Parks, 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 Franklin County State Parks, 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.

Organization's Name : Friends of Florida Caverns, Inc.

Fiscal Year: 2012-2013

Statement of Assets & Liabilities Resulting from Cash Transactions

	Year Ended	2013	2012
Assets			
Cash:			
Checking Account		22,979.05	25,529.50
Petit Cash		84.36	
Money Market Account			
Investments, at cost: (Note 3)			
Stocks			
Bonds			
Mutual Funds			
CDs		3,216.71	3,190.64
Inventories, at cost			
Fixed assets, at cost:			
Property			
Other			
Total Assets		<u>26,280.12</u>	<u>28,720.14</u>
Liabilities and Net Assets			
Liabilities			
Debt			
Total Liabilities		<u>0.00</u>	<u>0.00</u>
Net Assets			
Unrestricted:			
Available for operations		23,063.36	25,529.50
Designated for long term investment		0.00	0.00
Total Unrestricted		<u>23,063.36</u>	<u>25,529.50</u>
Temporarily restricted net assets		3,216.71	3,190.64
Permanently restricted net assets		0.00	0.00
Total Restricted Assets		<u>3,216.71</u>	<u>3,190.64</u>
Total Net Assets		<u>26,280.07</u>	<u>28,720.14</u>
Total Liabilities & Net Assets		<u>26,280.07</u>	<u>28,720.14</u>

Statement of Cash Receipts, Expenditures, and Scholarships Paid

	Unrestricted net assets					Totals	
	Operations	Designated for long term investment	Total Unrestricted net assets	Temporarily restricted net assets	Permanently restricted net assets	2013	2012
Receipts and other support							
Contributions	1,201.38		1,201.38			1,201.38	
Grant			0.00			0.00	
Membership dues	240.00		240.00			240.00	345.00
Fees	142.00		142.00			142.00	
Special Events & Program Revenue:			0.00				
Less expenses incurred for special events			0.00			0.00	
Net Special Events & Program Revenue	2,640.00	0.00	2,640.00	0.00	0.00	2,640.00	
Non-concession sales	17,924.90		17,924.90			17,924.90	25,920.00
Concession sales			0.00			0.00	
Value of Contributed Services:							
Governmental support	5,832.00		5,832.00			5,832.00	280.50
Non governmental support	352.00		352.00			352.00	348.43
Investment and dividends:							
Dividends and Interest income	21.00		21.00			21.00	33.36
Gain on sale of investments			0.00			0.00	
Other			0.00			0.00	
Net assets released from restrictions			0.00			0.00	
Total Receipts and other support	28,353.28	0.00	28,353.28	0.00	0.00	28,353.28	26,927.29
Disbursements							
Program services	22,367.77		22,367.77			22,367.77	5,901.15
Management and general	8,217.58		8,217.58			8,217.58	10,013.00
Fundraising	0.00		0.00			0.00	0.00
Membership-Development	208.00		208.00			208.00	0.00
Total Disbursements	30,793.35	0.00	30,793.35	0.00	0.00	30,793.35	15,914.15
Change in net assets	-2,440.07	0.00	-2,440.07	0.00	0.00	-2,440.07	11,013.14
Net assets at beginning of year		0.00				28,720.14	17,707.00
Net assets at the end of the year						26,280.07	28,720.14

Statement of Functional Expenses

	Program Services			Supporting Services			Totals		
	Events (Spirit of the Caverns, Earth Day, Flashlight Tours)	Non Concessions (Firewood, Washer & Dryer, Penny press)	Park Services (Safety Equipment, Volunteer Support, Advertisement, Education)	Total Program Services	Management & General	Fundraising Membership Development	Total Supporting Services	2013	2012
Personnel expenses									
Payroll taxes & employee benefits				0.00			0.00	0.00	
Total salaries & related expense	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Contracted services									
Construction & design				0.00			0.00	0.00	
Landscape				0.00			0.00	0.00	
Other				0.00			0.00	0.00	
Total Contracted Services	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Direct expenses									
Materials, supplies, equipment & rentals	6,262.69	10,951.00	1,806.16	19,019.85	322.82		322.82	19,342.67	7,151.00
Printing & publications				0.00			0.00	0.00	945.00
Conferences, conventions & meetings			610.00	610.00			0.00	610.00	0.00
Postage, shipping & messenger				0.00		9.00	9.00	9.00	84.00
Food, entertainment & meals	1,549.58		115.26	1,664.84			0.00	1,664.84	260.00
Non Governmental Support	352.00			352.00			0.00	352.00	2,861.00
Taxes				0.00	2,062.76		2,062.76	2,062.76	0.00
Staff support				0.00	2,632.00		2,632.00	2,632.00	0.00
Cost of park facilities				0.00	600.00		600.00	600.00	1,522.00
Cost of park revenues				0.00	2,600.00		2,600.00	2,600.00	2,500.00
Advertising	194.50		3,817.90	4,012.40			0.00	4,012.40	892.00
Professional fees, trainers & demonstrators	3,058.00			3,058.00			0.00	3,058.00	1,710.00
Park Volunteer Unuiforms			2,466.09	2,466.09			0.00	2,466.09	0.00
Chamber membership				0.00		199.00	199.00	199.00	0.00
Research Equipment & Supplies				0.00			0.00	0.00	0.00
Total direct expenses	11,416.77	10,951.00		22,367.77	8,217.58	0.00	208.00	8,425.58	30,793.35
								0.00	
Total expenses before depreciation	11,416.77	10,951.00		22,367.77	8,217.58	0.00	208.00	8,425.58	30,793.35
Depreciation				0.00			0.00	0.00	
Total expenses after depreciation	11,416.77	10,951.00		22,367.77	8,217.58	0.00	208.00	8,425.58	30,793.35
Total Expenses beginning of year						0.00	0.00	0.00	
Total Expenses end of year	11,416.77	10,951.00		22,367.77	8,217.58	0.00	208.00	8,425.58	30,793.35

Financial Statement Disclosure

(1) Friends of Florida Caverns State Park, Inc.

Friends of Florida Caverns State Park, Inc. (the Friends) is a not for profit organization incorporated under the laws of the State of Florida and is a tax exempt organization under the Internal Revenue Code. A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll free 1-800-435-7352 within the State. Registration does not imply endorsement, approval or recommendations by the State.

The Friends is funded primarily from contributions made by the Friends of Florida Caverns State Park, Inc. within the state of Florida, as well as, the Tourist Development Council and other private donors. These contributions are used to fund the Florida Caverns State Park Fall Festival and other one day programs, as well as, other park needs such as the purchase of the park's new copier machine.

(2) Summary of Significant Accounting Policies

(A) Basis of Accounting

The accompanying financial statements have been prepared on the modified cash basis.

(B) Basis of Presentation

Net Assets and revenues and expenses (include gains & losses if reporting) are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Friends and changes therein are classified and reported as follows:

Unrestricted Net Assets - Define based on CSO financial guidelines.

Temporarily Restricted Net Assets - Define based on CSO financial guidelines.

Permanently Restricted Net Assets - Define based on CSO financial guidelines.

(C) CSO Financial Polices:

Withdrawals over \$400 requires Board approval.

Each check written requires two (2) signatures

President and/or Vicepresident and the Treasurer must sign each written check

Deposits are required to be made weekly or more often if needed.

Statement of Accomplishments and Goals

Fiscal year 2012-2013

Name of Citizen Support Organization Firnedds of Florida Caverns State Park, Inc.

Address 3345 Caverns Road

City, State, Zip Marianna FL 32446

Estimated Volunteer Hours 1168.5 **Total Membership** 32

Current list of Citizen Support Organization Board Members.

Bill	Carlo	president	bill_carlo2000@yahoo.com
Michael	Mann	vice pres.	mikegmmmtbc@gmail.com
Linda	Hebb	secretary	birdsonglindalee@gmail.com
Debbie	Jones-Mareasurer		debra.elyse.jones@gmail.com
Mark	Hebb	officer	birdsongmark@gmail.com
Tim	Trott	webmaster	webmaster_updates@webicity.com

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

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

The past year continued the successful partnership with the Friends of Florida Caverns State Park. They were able to raise much needed funds to sponsor numerous park programs. These programs included:

- Flashlight Tours
- Earth Day
- Spirit of the Caverns
- Astronomy in the Park
- National Public Lands Day

The Friends' group also provided funding for:

- Repair of GEM cart
- Purchase of a boat for river cleanup
- Improvement of kiosk for Blue Hole Spring
- Purchase of Andrew Jackson costume for interpretation
- VAD 2013 Gift certificates for volunteer recognition
- Printing of hydrology fliers for public education
- Purchase of volunteer uniforms

The Friends pursued and matched funds from Jackson County Tourist Development Council for 3 billboards for park advertising and paid park membership to Chamber of Commerce.