



**Florida Department of Environmental Protection
CITIZEN SUPPORT ORGANIZATION
2023 LEGISLATIVE REPORT
(pursuant to Section 20.058 Florida Statutes)**

Citizen Support Organization (CSO) Name: **Friends of the Charlotte Harbor Aquatic Preserves, Inc.**

Mailing Address: 12301 Burnt Store Rd. 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 goals are to:

Increase public awareness through involvement in educational programs, resource-based activities, and special events.

Develop stewardship for our estuaries and our public lands.

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.)

- The COVID-19 pandemic continued to challenge FCHAP in fiscal year 2022, the 50th Anniversary celebration of Pine Island Sound Aquatic Preserve has been indefinitely postponed.
- FCHAP successfully filed IRS 990 e for fiscal year January 1 through December 31, 2022.
- FCHAP continues to fiscally support the Charlotte Harbor Estuaries Volunteer Water Quality Monitoring Network, a volunteer water quality monitoring program managed by CHAP.
- FCHAP continues to build unrestricted funds to support the CHAP management plan while stewarding public interest funds.
- FCHAP was effective in fulfilling its purpose to support the CHAP managed area and continues to support CHAP

- FCHAP is transparently stewarding the public interest funds consistent with state requirements and the CHAP management plan.
- FHCAP successfully transitioned Treasurer's after the unforeseen departure of the incumbent.
- FCHAP worked toward transitioning the day to day responsibility for the website from the Board to a local vendor. The Board Vice-President lead the project.
- Supported volunteers with refreshments and safety gear for oyster restoration project, in partnership with
- Sanibel-Captiva Conservation Foundation.

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 over the next two years.
- The Board will assist with the restoration of Cormorant Key, 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.

CSO's LAST CALENDAR YEAR STATISTICS:

Total Number of CSO General Membership: 50+

Total Number of Board of Directors: Six

Total Volunteer Hours for the Board of Directors: 186

ORCP & CSO RELATIONSHIP:

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

The relationship between Charlotte Harbor Aquatic Preserves and the associated CSO, Friends of the Charlotte Harbor Aquatic Preserves has continued to be supportive and encouraging of resource management activities. As a new manager, the current Board was very welcoming and open to continue to work collaboratively to complete management goals. The expansion of the CHEVWQMN handheld instrument's previous year's maintenance plan has been crucial at upkeeping and upgrading the water quality instruments so the data collected continues to be of highest quality. The continued hybrid meetings have been particularly helpful following Hurricane Ian, when accessibility was often difficult due to increased traffic. As the new manager for CHAP, I am grateful for a welcoming and encouraging Board and CSO, and look forward to continuing to work with them.

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?

The relationship between FCHAP and the ORCP is healthy. Despite the changes in management level staff - 3 positions changing while the region was undergoing recovery from Hurricane Ian – the communication remained timely and relevant. The use of the Teams app (facilitated by the CHAP manager) for FCHAP Board meetings has increased attendance and the flow of information between the Board and the Aquatic Preserve manager and staff. The CHAP staff have also assisted with the successful recruitment of new Board members. The Board appreciates staff developing a plan for the repair and replacement of the YSI meters, cables and probes.

Moreover, FCHAP funded the CHAP staff-planned and executed aquatic excursion/education event on Lemon Bay for CHEVWQMN volunteers.

The FCHAP Board appreciates the involvement of the CHAP management in the development of the annual FCHAP budget.

SUMMARIZE FINANCIAL ACTIVITY FOR LAST CALENDAR YEAR, DIRECT SUPPORT & REVENUES:

Program Service Expenses are costs related to providing your organization's programs or services in accordance with your mission. Describe and provide expenses that directly support the managed area(s). For established nonprofit organizations, program service expenses generally represent most of the overall expense of the organization. For the last calendar year provide description and total \$ for each that apply. Replace examples with your information.

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)	\$1,200.00
Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws)	\$
Other facilities and landscape maintenance	\$
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$
ORCP employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition)	\$1,338.58
Big ticket visitor center exhibits or interpretation updates	\$
Managed area exhibits, displays, signage	\$
Managed area publications, brochures, maps, etc.	\$30.00
Programing/interpretation support material purchases	\$
Other program services	\$337.47
Total Program Service Expenses	\$2,906.05

Visitor Services Revenue

Describe revenues and the sources generated from fundraising on managed area property. Replace examples with your information.

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\$
Managed area donation boxes	\$0.00
Other visitor services revenue	\$0.00
Total Visitor Services Revenue	\$0.00

NET ASSETS: \$89,166.09

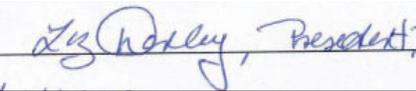
Organizations end of last year's Total Liabilities minus Total Assets. This is not the above's Visitor Service Revenue minus Program Service Expenses.

CSO AUDIT THRESHOLD:

Last Calendar Year's Total Expenses (including grants) \$ 2,906.05

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** (or 9 months after the CSO's calendar year ends) to the Florida Auditor General and to the Department.

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

Title	Name	Signature	Date
CSO President	Liz Donley		5/7/2023
ORCP Manager	Arielle Taylor-Manges		5/25/2023

- ✓ CSO's Code of Ethics is attached
- ✓ CSO has attached 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.

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

2022

Open to Public Inspection

A For the **2022** Calendar year, or tax year beginning **2022-01-01** and ending **2022-12-31****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.