



**Florida Department of Environmental Protection**

**CITIZEN SUPPORT ORGANIZATION**

**2016 REPORT**

**(pursuant to Florida Statute 20.058)**

---

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

Mailing Address: 3802 Ehrlich Road, Suite 308 , Tampa FL 33624

Telephone Number: 813-279-2752 Website Address (if applicable):

www.friendsoffloridastateparks.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 Friends of Florida State Parks is to support and help sustain the Florida Park Service.

In coordination with and support of the Florida Park Service, the FFSP will provide education, communication and support services to local support organizations to ensure the sustainability, protection, restoration and interpretation of the system of Florida State Parks. Through education, communication and support of local CSO's, the FFSP will ensure the health of the statewide CSO program by implementing a strategic plan to the benefit of the system of Florida State Parks.

**Brief Description of the CSO's Results Obtained:**

Annual Volunteer Recognition Awards - Focus attention on volunteers and their contributions  
District Volunteer Appreciation Days  
Park Economic Impact Cards – an education tool about the value of a park to its community  
Years of Service pins - Honor Division employees dedication and contributions  
Florida Park Service Annual Photography Competition – Promote the contest and provide the judges  
Promote statewide volunteer events such as Earth Day, National Public Lands Day and First Day Hikes – increase state park visitation and convert episodic volunteers to long-term volunteers  
Accessibility for All – a fundraising and awareness campaign to make the parks truly accessible to all  
Yellow Buses in the Park Program – provided funds to bus schools to and from the parks  
Successful fund raising and grant campaign that allowed us to fund many park projects  
LIFE program. FFSP has undertaken to administer this STEM-based environmental education program statewide. Our aim is to support those parks already offering the program, develop lasting partnerships with school districts and science teachers, and develop a training program in order to grow the number of parks providing LIFE programs.

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

Continue the Accessibility for All Campaign– to raise funds for universal access to programs in state parks (\$2M+ needed)

Partner with parks, school boards and teacher organizations in order to significantly expand the number of parks offering LIFE programs.

Expand the Yellow Buses in the Park program – transporting school classes to and from state parks

Continue to develop an 'association-type' model that will allow FFSP to offer a wide range of affordable services to CSOs such as board bonding, event liability insurance, access to bookkeeping and administration services.

- 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**

# Code of Ethics – June 2014

## Friends of Florida State Parks, Inc. CODE OF ETHICS

### PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of Florida State Parks, Inc. (FFSP) (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 FFSP 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.

## **Code of Ethics – June 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.

Approved at the FFSP Board Meeting, October 4, 2014 and posted on the FFSP website.

**Short Form**

**Return of Organization Exempt From Income Tax**

**2014**

**Open to Public Inspection**

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.

▶ Information about Form 990-EZ and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Department of the Treasury  
Internal Revenue Service

**A For the 2014 calendar year, or tax year beginning** July 1, 2014, and ending June 30, 2015

**B** Check if applicable:

- Address change
- Name change
- Initial return
- Final return/terminated
- Amended return
- Application pending

**C** Name of organization  
Friends of Florida State Parks, Inc.

Number and street (or P.O. box, if mail is not delivered to street address) Room/suite  
3802 Ehrlich Road 308

City or town, state or province, country, and ZIP or foreign postal code  
Tampa, FL 33624

**D** Employer identification number  
59-3207818

**E** Telephone number  
1-800-338-1980

**F** Group Exemption Number ▶ N/A

**G** Accounting Method:  Cash  Accrual Other (specify) ▶ \_\_\_\_\_

**I** Website: ▶ www.friendsoffloridastateparks.org

**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  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 . . . . . ▶ \$ 59,791.54

**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		Expenses		Net Assets	
<b>1</b>	Contributions, gifts, grants, and similar amounts received . . . . .	<b>1</b>	25,968.32				
<b>2</b>	Program service revenue including government fees and contracts . . . . .	<b>2</b>	501				
<b>3</b>	Membership dues and assessments . . . . .	<b>3</b>	33,287.08				
<b>4</b>	Investment income . . . . .	<b>4</b>	35.14				
<b>5a</b>	Gross amount from sale of assets other than inventory . . . . .	<b>5a</b>	0				
<b>b</b>	Less: cost or other basis and sales expenses . . . . .	<b>5b</b>	0				
<b>c</b>	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) . . . . .	<b>5c</b>	0				
<b>6</b>	Gaming and fundraising events						
<b>a</b>	Gross income from gaming (attach Schedule G if greater than \$15,000) . . . . .	<b>6a</b>	0				
<b>b</b>	Gross income from fundraising events (not including \$ 0 of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) . . . . .	<b>6b</b>	0				
<b>c</b>	Less: direct expenses from gaming and fundraising events . . . . .	<b>6c</b>	0				
<b>d</b>	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) . . . . .	<b>6d</b>	0				
<b>7a</b>	Gross sales of inventory, less returns and allowances . . . . .	<b>7a</b>	0				
<b>b</b>	Less: cost of goods sold . . . . .	<b>7b</b>	0				
<b>c</b>	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) . . . . .	<b>7c</b>	0				
<b>8</b>	Other revenue (describe in Schedule O) . . . . .	<b>8</b>	0				
<b>9</b>	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 . . . . . ▶	<b>9</b>	59,791.54				
<b>10</b>	Grants and similar amounts paid (list in Schedule O) . . . . .	<b>10</b>	19,452.45				
<b>11</b>	Benefits paid to or for members . . . . .	<b>11</b>	0				
<b>12</b>	Salaries, other compensation, and employee benefits . . . . .	<b>12</b>	0				
<b>13</b>	Professional fees and other payments to independent contractors . . . . .	<b>13</b>	17,767.47				
<b>14</b>	Occupancy, rent, utilities, and maintenance . . . . .	<b>14</b>	0				
<b>15</b>	Printing, publications, postage, and shipping . . . . .	<b>15</b>	476.79				
<b>16</b>	Other expenses (describe in Schedule O) . . . . .	<b>16</b>	38,632.49				
<b>17</b>	<b>Total expenses.</b> Add lines 10 through 16 . . . . . ▶	<b>17</b>	76,329.20				
<b>18</b>	Excess or (deficit) for the year (Subtract line 17 from line 9) . . . . .	<b>18</b>	(16,537.66)				
<b>19</b>	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) . . . . .	<b>19</b>	71,212.10				
<b>20</b>	Other changes in net assets or fund balances (explain in Schedule O) . . . . .	<b>20</b>	0				
<b>21</b>	Net assets or fund balances at end of year. Combine lines 18 through 20 . . . . . ▶	<b>21</b>	54,674.44				

**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
<b>22</b> Cash, savings, and investments	72,517.76	<b>22</b> 56,966.65
<b>23</b> Land and buildings	0	<b>23</b> 0
<b>24</b> Other assets (describe in Schedule O)	1,154.45	<b>24</b> 1,400
<b>25</b> Total assets	73,672.21	<b>25</b> 58,366.65
<b>26</b> Total liabilities (describe in Schedule O)	2,460.11	<b>26</b> 3,692.21
<b>27</b> Net assets or fund balances (line 27 of column (B) must agree with line 21)	71,212.10	<b>27</b> 54,674.44

**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

What is the organization's primary exempt purpose? Preserving, protecting, & educating about FL State Parks

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

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.

<b>28</b> <u>To help maintain various citizens support organizations which are dedicated to working with the Florida Park Service to enhance, protect, and promote all of Florida's State Parks.</u>		
(Grants \$ <u>19,452.45</u> ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>28a</b>	19,452.45
<b>29</b> _____		
(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>29a</b>	
<b>30</b> _____		
(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>30a</b>	
<b>31</b> Other program services (describe in Schedule O) _____		
(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>31a</b>	
<b>32</b> Total program service expenses (add lines 28a through 31a)	<b>32</b>	19,452.45

**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
<u>Don Philpott</u> President	18	0	0	0
<u>Ron Piasecki</u> President - Elect	2	0	0	0
<u>Maryjo Morris</u> Secretary	1	0	0	0
<u>Sally Hess</u> Past President	<1	0	0	0
<u>Paula Russo</u> Treasurer	9	0	0	0
<u>Richard Goldman</u> Director	<1	0	0	0
<u>Marylou Klein</u> Director	2	0	0	0
<u>Tammy Gustafson</u> Director	<1	0	0	0
<u>Lonnie Ledford</u> Director	5	0	0	0
<u>Renee Murray</u> Director	1	0	0	0
<u>Robert Larkin</u> Director	<1	0	0	0
Continued on Schedule O				

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

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.
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities...
35b If "Yes," to line 35a, has the organization filed a Form 990-T for the year?
35c 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?
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year?
37a Enter amount of political expenditures, direct or indirect, as described in the instructions
37b Did the organization file Form 1120-POL for this year?
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?
38b If "Yes," complete Schedule L, Part II and enter the total amount involved
39 Section 501(c)(7) organizations. Enter:
39a Initiation fees and capital contributions included on line 9
39b Gross receipts, included on line 9, for public use of club facilities
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:
40b 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?
40c 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
40d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization
40e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?
41 List the states with which a copy of this return is filed
42a The organization's books are in care of
42b 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...
42c At any time during the calendar year, did the organization maintain an office outside the U.S.?
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041
44a Did the organization maintain any donor advised funds during the year?
44b Did the organization operate one or more hospital facilities during the year?
44c Did the organization receive any payments for indoor tanning services during the year?
44d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments?
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)?

	<b>Yes</b>	<b>No</b>
<b>46</b> 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 . . . . .	46	✓

**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 . . . . .

	<b>Yes</b>	<b>No</b>
<b>47</b> 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 . . . . .	47	✓
<b>48</b> Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .	48	✓
<b>49a</b> Did the organization make any transfers to an exempt non-charitable related organization? . . . . .	49a	✓
<b>b</b> If "Yes," was the related organization a section 527 organization? . . . . .	49b	✓
<b>50</b> 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
None				

**f** Total number of other employees paid over \$100,000 . . . . . ▶ \_\_\_\_\_

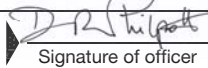
**51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

**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.

<b>Sign Here</b>	 Signature of officer	November 16, 2015 Date
	Don Philpott, President Type or print name and title	

<b>Paid Preparer Use Only</b>	Print/Type preparer's name Keathel Chauncey	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN P01587838
	Firm's name ▶ Fresh Legal Perspective, PL	Firm's EIN ▶ 27-1298543		Phone no. 813-448-1042	
	Firm's address ▶ 3802 Ehrlich Road, Suite 308, Tampa, FL 33624				

May the IRS discuss this return with the preparer shown above? See instructions . . . . . ▶  **Yes**  **No**