



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2014 REPORT**

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Gold Head Associates, Inc.

Mailing Address: 6239 SR 21 N, Keystone Heights, FL 32656

Telephone Number: (352) 473-2191 Website Address (if applicable): NA

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 Gold Head Associates is to develop, promote and support Gold Head Branch State Park, while working with Park staff to preserve, interpret and restore the natural and cultural resources.

Brief Description of the CSO's Results Obtained:

Since incorporating in 2003 the Gold Head Associates have done many things to bring in visitors and revenue to the Park such as hosting the annual Yesterdays Festival, Family Fun Fest, Summer Camp, Moonlight Hikes, Haunted Hikes and various other events. With the funds raised we have been able to install new kiosks, repair and replace picnic tables, install track lighting for an interpretive mural, purchase a new sound system, purchase two washers and a dryer for the campgrounds and purchase various supplies for repairs around the Park. With our volunteers we have set up equestrian trails, maintained hiking trails, and hosted CSO annual meetings, Christmas parties and other various events. We have assisted the Park with many other jobs when needed. Through our events and efforts visitation has increased substantially and continues to do so.

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

The Gold Head Associates plan to continue raising funds and increasing visitation to Gold Head Branch State Park by continuing to host the annual Yesterdays Festival and Haunted Hike as well as promoting events along the Palatka to Lake Butler Trail. We are working on new brochures, updating our electronic communication base and creating a website to increase our membership and promote the Park's natural resources. We just recently purchased new mower decks for the Park and plan to fund and assist with upcoming projects as needed.

Copy of the CSO's Code of Ethics attached

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

Model CSO Code of Ethics – June 2014

GOLD HEAD ASSOCIATES, INC. CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Gold Head Associates, 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 Gold Head Associates, 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.

Model CSO 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.

Draft July 15, 2014 | To be adopted at next regularly scheduled board meeting July 22, 2014

Financial Statement Disclosure
Gold Head Associates, Inc. Fiscal year ending June 30, 2013

(1) Organization

Gold Head Associates, Inc. is a not for profit 501(c)(3) 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.

Gold Head Associates, Inc. is funded primarily from contributions, revenue earned from special events and membership dues. This income is used to fund park projects, activities, and equipment that benefit Gold Head Branch State Park.

(2) Summary of Significant Accounting Policies

a. Basis of Accounting

The Gold Head Associates, Inc. prepares its financial statements using the modified cash basis of accounting. Under this method, revenues are recognized when collected rather than when earned and expenses are recognized when paid rather than incurred. This basic approach is modified to include value of contributed services.

b. Basis of Presentation

Net assets, revenues and expenses are classified based on no restrictions as of this time.

c. Present CSO financial policies (see attached)

(3) Value of Contributed Services

Volunteer hours provided: 327

Total Value of Contributed Services \$ 4,449.65

Statement of Accomplishments and Goals

The Gold Head Associates sponsored several events throughout the year to bring visitation as well as revenue to Gold Head Branch State Park. Some of the events this year were the Moonlight Hikes, Summer Camp, Haunted Hike in

October and Yesterdays Festival in January. We were able to purchase two new washers and one dryer for the campgrounds as well as a new sound system. We also slightly increase our membership.

Our goals for the upcoming year are to increase our membership, increase visitation to the Park by sponsoring events, more community involvement and assist in any repairs or upgrades as needed within the Park.

Name of Citizen Support Organization: Gold Head Associates, Inc.

Address: 6239 State Road 21 North

City, State, Zip: Keystone Heights, Florida 32656

Current Citizen Support Organization Board Members:

(See Attached)

Total Membership: 18

Provide a summary of accomplishments:

- Hosted annual "Yesterdays Festival" added antique appraiser
- Hosted Summer Camp for children
- Increased community outreach
- Held moonlight hikes
- Purchased two new washers and one dryer for campgrounds
- Hosted the annual Haunted Hike in October
- Purchased Volunteer T-Shirts
- Assisted with park projects to better the visitor experience
- Assisted with increase in park visitation, therefore increase in revenue
- Increased membership
- Maintained soda machine in the park.
- Maintained recycle program for aluminum cans
- Joined Keystone Lake Region Business Association
- Assisted with hiking trail maintenance
- Purchased track lighting for mural
- Purchased new sound system

Provide a summary of goals for the upcoming year:

- Host the annual Yesterdays Festival
- Co-host annual IDidAHike with the Florida Trail Association
- Continue with Guided Hikes
- Host Summer Camp for children
- Host annual Haunted Hike
- Increase membership and advertising efforts
- Increase community outreach, and encourage community involvement
- Create an email broadcast base to keep members up to date

Gold Head Associates, Inc.
Fiscal Year ending June 30, 2013
Statement of Assets & Liabilities
Resulting from Cash Transactions

| Year Ended | 2013 | 2012 |
|---|-----------------|-------------------|
| Assets | | |
| Cash: | | |
| Checking Account | 9,068.07 | 7,096.95 |
| Petty Cash | | \$294.19 |
| Inventories, at cost | | |
| Fixed assets, at cost: | | |
| Property | | |
| Other | | |
| Total Assets | 9,068.07 | \$7,391.14 |
| Liabilities and Net Assets | | |
| Liabilities | | |
| Sales tax payable | 0.00 | 0.00 |
| Total Liabilities | 0.00 | 0.00 |
| Net Assets | | |
| Unrestricted: | | |
| Available for operations | 9,068.07 | 8,743.40 |
| Long term investment | 0.00 | 0.00 |
| Total Unrestricted | 9,068.07 | \$8,743.40 |
| Restricted: | | |
| Temporarily | 0.00 | 0.00 |
| Permanently | 0.00 | 0.00 |
| Total Restricted | 0.00 | 0.00 |
| Total Net Assets | 9,068.07 | \$8,743.40 |
| Total Liabilities & Net Assets | 9,068.07 | \$8,743.40 |

| Statement of Functional Expenses - Gold Head Associates, Inc. for year ending June 30, 2013 | | | | | | | | | | | | |
|--|------------------|----------------|--------------|------------|----------------------|------------------------|---------------------|------------------------|----------|---------------------------|------------|-------------|
| | Program Services | | | | | Total Program Services | Supporting Services | | | Total Supporting Services | Totals | |
| | Washers Dryer | Track Lighting | Sound System | Other | Management & General | | Fundraising | Membership Development | 2013 | | 2012 | |
| Personnel expenses | | | | | | | | | | | | |
| Payroll taxes & employee benefits | | | | | 0 | | | | 0 | | 0 | |
| Total salaries & related expense | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contracted services | | | | | 0 | | | | 0 | | 0 | |
| Construction & design | | 395 | | | 395 | | | | 0 | | 395 | |
| Landscape | | | | | 0 | | | | 0 | | 0 | |
| Other | | | | | 0 | | | | 0 | | 0 | |
| Total Contracted Services | 0 | 395 | 0 | | 395 | 0 | 0 | 0 | 0 | | 395 | 0 |
| Direct expenses | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$0.00 |
| Materials, supplies, equipment & rentals | \$1,996.00 | | \$957.99 | \$450.00 | \$3,403.99 | \$250.00 | | | \$250.00 | | \$3,653.99 | \$3,823.67 |
| Printing & publications | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$0.00 |
| Conferences, conventions & meetings | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$0.00 |
| Postage, shipping & messenger | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$0.00 |
| Food, entertainment & meals | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$1,289.69 |
| Purchase for re-sale | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$0.00 |
| Travel | | | | | \$0.00 | \$40.00 | | | \$40.00 | | \$40.00 | \$0.00 |
| Staff Support | | | | \$4,449.65 | \$4,449.65 | | | | \$0.00 | | \$4,449.65 | \$7,085.51 |
| Repairs & equipment maintenance | | | | \$38.00 | \$38.00 | | | | \$0.00 | | \$38.00 | \$0.00 |
| Insurance | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$0.00 |
| Rent & utilities | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$0.00 |
| Advertising | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$0.00 |
| Professional fees, trainers & demonstrators | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$0.00 |
| Office Supplies | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | \$0.00 |
| Dues and fees | | | | | \$0.00 | \$117.00 | | | \$117.00 | | \$117.00 | \$135.00 |
| Miscellaneous | | | | | \$0.00 | \$3.75 | | | \$3.75 | | \$3.75 | \$31.50 |
| Total direct expenses | \$1,996.00 | \$0.00 | \$957.99 | \$4,937.65 | \$7,891.64 | \$410.75 | \$0.00 | \$0.00 | \$410.75 | | \$8,302.39 | \$12,365.37 |
| Total exp before depreciation | \$1,996.00 | \$395.00 | \$957.99 | \$4,937.65 | \$8,286.64 | \$410.75 | \$0.00 | \$0.00 | \$410.75 | | \$8,697.39 | \$12,365.37 |
| Depreciation | | | | | \$0.00 | | | | \$0.00 | | \$0.00 | |
| Total exp after depreciation | \$1,996.00 | \$395.00 | \$957.99 | \$4,937.65 | \$8,286.64 | \$410.75 | \$0.00 | \$0.00 | \$410.75 | | \$8,697.39 | \$12,365.37 |
| Total Exp beginning of year | | | | | \$0.00 | | | | | | | |
| Total Expenses end of year | \$1,996.00 | \$395.00 | \$957.99 | \$4,937.65 | \$8,286.64 | \$410.75 | \$0.00 | \$0.00 | \$410.75 | | \$8,697.39 | \$12,365.37 |

| Statement of Cash Receipts, Expenditures, and Scholarships Paid - Gold Head Associates, Inc. for year ending June 30, 2013 | | | | | | | |
|---|--------------------|--|--------------------------------------|--|--|--------------------|--------------------|
| | | 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 | \$1,218.00 | | \$1,218.00 | | | \$1,218.00 | \$373.00 |
| Grant | \$0.00 | | \$0.00 | | | \$0.00 | \$0.00 |
| Membership dues | \$110.00 | | \$110.00 | | | \$110.00 | \$235.00 |
| Fees | \$0.00 | | \$0.00 | | | \$0.00 | \$0.00 |
| Special Events & Program Revenue: | \$4,776.59 | | \$4,776.59 | | | \$4,776.59 | \$7,171.72 |
| Less exp incurred | \$1,954.13 | | \$1,954.13 | | | \$1,954.13 | \$3,875.04 |
| Net Special Events & Prgm Rev | \$2,822.46 | | \$2,822.46 | | | \$2,822.46 | \$3,296.68 |
| Non-concession sales | \$0.00 | | \$0.00 | | | \$0.00 | \$0.00 |
| Concession sales | \$0.00 | | \$0.00 | | | \$0.00 | \$0.00 |
| Value of Contributed Services: | | | | | | | |
| Governmental support | \$4,449.65 | | \$4,449.65 | | | \$4,449.65 | \$7,085.51 |
| Non governmental support | \$0.00 | | \$0.00 | | | \$0.00 | \$0.00 |
| Investment and dividends: | | | | | | | |
| Dividends and Interest income | \$2.96 | | \$2.96 | | | \$2.96 | \$2.92 |
| Gain on sale of investments | \$0.00 | | \$0.00 | | | \$0.00 | \$0.00 |
| Other | \$1,791.25 | | \$1,791.25 | | | \$1,791.25 | \$0.00 |
| Net assets released from restrictions | \$0.00 | | \$0.00 | | | \$0.00 | \$0.00 |
| Total Receipts and other support | \$10,394.32 | | \$10,394.32 | | | \$10,394.32 | \$10,993.11 |
| Disbursements | | | | | | | |
| Program services | \$8,286.64 | | \$8,286.64 | | | \$8,286.64 | \$11,039.52 |
| Management and general | \$410.75 | | \$410.75 | | | \$410.75 | \$1,325.85 |
| Fundraising | \$0.00 | | \$0.00 | | | \$0.00 | \$0.00 |
| Membership-Development | \$0.00 | | \$0.00 | | | \$0.00 | \$0.00 |
| Total Disbursements | \$8,697.39 | | \$8,697.39 | | | \$8,697.39 | \$12,365.37 |
| Change in net assets | \$1,696.93 | | \$1,696.93 | | | \$1,696.93 | -\$1,372.26 |
| Net assets at beginning of year | \$7,371.14 | | \$7,371.14 | | | \$7,371.14 | \$8,743.40 |
| Net assets at the end of the year | \$9,068.07 | | \$9,068.07 | | | \$9,068.07 | \$7,371.14 |