



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2014 REPORT**

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Hillsborough River State Park Preservation Society, Inc.
Mailing Address: 15402 US HIGHWAY 301 NORTH, THONOTOSASSA, FL 33592
Telephone Number: (813) 309-7802 Website Address (if applicable): Historyandnature.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 Hillsborough River State Park Preservation Society Inc. are to act as a non-profit corporation, functioning as a Citizen Support Organization as provided for by the Florida Department of Environmental Protection . The Corporation's major purpose shall be to provide additional support for the Hillsborough River State Park Preservation Society and Fort Foster Historic site. This will be accomplished through special work projects, programs and events, outreach programs, educational and scientific research, activities and communications guided tours and other functions to benefit the Park as needed.

Brief Description of the CSO's Results Obtained:

Celebrating 25 years of service as a nonprofit Citizens Support Organization has assisted in making Hillsborough River State Park and Fort Foster outstanding sites for both visitors and the local community. The Society has shown tremendous support for Hillsborough River and Fort Forster operation in since its incorporation in 1989 and many strides have been made due to its efforts.

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

The major purpose shall be to provide additional support for the Hillsborough River State Park and Fort Foster Historic site. This will be accomplished through special work projects, programs and events, outreach programs, educational and scientific research, activities and communications guided tours and other functions to benefit the Park as needed. We continue to support many Eagle Projects in cooperation with the Boy Scouts of America. We host programs quarterly at the Park. We provide volunteers to host tours in uniform at Fort Foster throughout the year. We continue to select monthly the outstanding performance of select Rangers. It is our desire to continue our support for Hillsborough River State Park and have several projects we are working on for the future.

- ☒ **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**

Hillsborough River State Park Preservation Society, Inc.

CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Hillsborough River State Park Preservation Society, 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 Hillsborough River State Park Preservation Society, Inc. 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.

Hillsborough River State Park
15402 US Hwy 301 N
Thonotosassa, FL 33592

This Value of Contributed Services is provided by the staff of Hillsborough River 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 Hillsborough River State Park for the period of July 1, 2014 through June 30, 2014 is as follows:

The park contributed a total of \$40,472.83 in staff support services to the Hillsborough River State Park Preservation Society.

Breakdown:

Park Staff Support	\$ 38,772.83
Park Utilities Support	\$ 1,700.00
In-Kind Support (other services)	\$ 0.00
Total	<u>\$ 40,472.83</u>

Prepared by Rick Argo, Park Manager

Organization's Name : Hillsborough River State Park Preservation Society, Inc**Fiscal Year:** 2013**Statement of Assets & Liabilities Resulting from Cash Transactions**

	Year Ended	2013	2012	2011
Assets				
Cash:				
Checking Account		27,751.40	30,549.29	30,190
Savings Account				
Money Market Account				
Investments, at cost: (Note 3)				
Stocks				
Bonds				
Mutual Funds				
CDs				
Fort Foster Equipment		25,679.00	25,679.00	25,679
Property				
Other				
Total Assets		<u>53,430.40</u>	<u>56,228.29</u>	<u>55,869</u>
Liabilities and Net Assets				
Liabilities				
Debt				
Total Liabilities		<u>0.00</u>	<u>0.00</u>	0
Net Assets				
Unrestricted:		<u>53,430.40</u>	<u>56,228.29</u>	79,109
Available for operations				
Designated for long term investment		0.00	0.00	
Total Unrestricted		<u>53,430.40</u>	<u>56,228.29</u>	79,109
Temporarily restricted net assets		0.00	0.00	0.00
Permanently restricted net assets		0.00	0.00	0.00
Total Restricted Assets		<u>0.00</u>	<u>0.00</u>	0.00
Total Net Assets		<u>53,430.40</u>	<u>56,228.29</u>	79,109
Total Liabilities & Net Assets		<u>53,430.40</u>	<u>56,228.29</u>	<u>79,109</u>

Statement of Functional Expenses

	Program Services							Supporting Services				Total Supporting Services	Governmental Support
	Haunted Woods	Volunteer Disbursements	Campsite Project	Park disbursements	Frt Foster Rendezvous	Frt Foster Garrisons	Frt Foster Xmas	Total Program Services	Management & Fundraising General	Membership Development			
Personnel expenses													
Payroll taxes & employee benefits								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
Landscape								0.00					0.00
Other								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	10,827.13	2,805.74	1,030.00	1,457.32	3,370.15	1,596.82	634.52	21,721.68	114.00				114.00
Printing & publications								0.00					0.00
Conferences, conventions & meetings								0.00					0.00
Postage, shipping & messenger								0.00					0.00
Food, entertainment & meals	664.00	707.18	45.00	328.44			674.05	2,418.67	429.18				429.18
Purchase for re-sale								0.00					0.00
Travel								0.00					0.00
Staff support				225.00				225.00					0.00
Cost of park facilities								0.00					0.00
Cost of park revenues								0.00					0.00
Advertising				50.00				50.00					0.00
Professional fees, trainers & demonstrators								0.00	200.00				200.00
Reading Program								0.00					0.00
Office expenses								0.00	291.27				291.27
Telephone								0.00					
Research Equipment & Supplies													
Total direct expenses	11,491.13	3,512.92	1,075.00	2,060.76	3,370.15	1,596.82	1,308.57	24,415.35	1,034.45	0.00	0.00		1,034.45
Total expenses before depreciation	11,491.13	3,512.92	1,075.00	2,060.76	3,370.15	1,596.82	1,308.57	24,415.35	1,034.45	0.00	0.00		1,034.45
Depreciation								0.00					0.00
Total expenses after depreciation	11,491.13	3,512.92	1,075.00	2,060.76	3,370.15	1,596.82	1,308.57	24,415.35	1,034.45	0.00	0.00		1,034.45
Total Expenses beginning of year							0.00	0.00		0.00			0.00
Total Expenses end of year	11,491.13	3,512.92	1,075.00	2,060.76	3,370.15	1,596.82	1,308.57	24,415.35	1,034.45	0.00	0.00		1,034.45

Statement of Functional Expenses

	Totals		
	2013	2012	2011
Personnel expenses			
Payroll taxes & employee benefit	0.00		0.00
Total salaries & related expense	0.00		0.00
Contracted services			
Construction & design	0.00	14,000.00	0.00
Landscape	0.00		0.00
Other	0.00		0.00
Total Contracted Services	0.00	14,000.00	0.00
Direct expenses			
Materials, supplies, equipment & rentals	21,835.68	17,765.00	1,611.00
Printing & publications	0.00	1,374.00	1,080.00
Conferences, conventions & meetings	0.00		0.00
Postage, shipping & messenger	0.00		0.00
Food, entertainment & meals	2,847.85	1,616.00	334.00
Purchase for re-sale	0.00		0.00
Travel	0.00		0.00
Staff support	225.00	825.00	6,499.00
Cost of park facilities	0.00		0.00
Cost of park revenues	0.00		0.00
Advertising	50.00		0.00
Professional fees, trainers & demonstrators	200.00	600.00	5,959.00
Reading Program	0.00	398.00	0.00
Office expenses	291.27	104.00	260.00
Telephone			0.00
Research Equipment & Supplies			0.00
Total direct expenses	25,449.80	36,682.00	15,743.00
Total expenses before depreciation	25,449.80	36,682.00	15,743.00
Depreciation	0.00		0.00
Total expenses after depreciation	25,449.80	36,682.00	15,743.00
Total Expenses beginning of year	0.00		0.00
Total Expenses end of year	25,449.80	36,682.00	15,743.00

Statement of Cash Receipts, Expenditures, and Scholarships Paid

	Unrestricted net assets			Temporarily restricted net assets	Permanently restricted net assets	Totals	
	Operations	Designated for long term investment	Total Unrestricted net assets			2013	2012
Receipts and other support							
Contributions			0			0.00	0
Grant			0			0.00	0
Membership dues			0			0.00	0
Fees						0.00	0
Special Events & Program Revenue:						21,653.65	20,982
Less expenses incurred for special events							0
Net Special Events & Program Revenue				0	0	21,653.65	20,982
Non-concession sales						0.00	0
Concession sales						0.00	0
Value of Contributed Services:						0.00	0
Governmental support						0.00	0
Non governmental support						0.00	0
Investment and dividends:						0.00	0
Dividends and Interest income						0.00	0
Gain on sale of investments						0.00	0
Other						998.59	1,503
Net assets released from restrictions			0			0.00	0
Total Receipts and other support	0	0	0	0	0	22,652.24	22,485
Disbursements							
Program services				0		24,415.68	
Management and general				0		1,034.45	
Fundraising				0		0.00	
Membership-Development				0		0.00	
Total Disbursements					0	25,450.13	
Change in net assets	0	0	0	0	0	-2,797.89	0
Net assets at beginning of year		0				64,963.00	56,228
Net assets at the end of the year						53,430.40	56,228

24,415.35

1,034.45

- 0 -

- 0 -

25,449.80

Financial Statement Disclosure 2013**(1) Organization.**

The Hillsborough River State Park Preservation Society, Inc. 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. Regrestration does not imply endoresement, approval or recommendations by the State.

The Hillsborough River State Park Preservation Society, Inc. is funded primarily from contributions made by the general public within the State of Florida as well as a small portion from revenue obtained from Membership dues, washing machines, cold drinks and concession sales. These contributions are used to fund the general operations, fund raising events and contributions to the Hillsborough River State Park.

(2) Summary of Significant Accounting Polices.**A. Basis of Accounting.**

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

Receipts are obtained and kept by the corporate treasurer.

Disbursements are made by corporate check.

There are no investments.

The only inventory was for Fort Foster equipment and a list has been kept of these specific items.

Contributions were listed as per the specific item.

B. Basis of Presentation.

All assets are unrestricted and consist of either cash in the bank or the equipment inventory for Fort Foster.

There are no temporary or permanently restricted net assets.

C. Present CSO Financial Policies.

The only financial policies are that the programs and expenditures must be approved by the Board of Directors.

The CSO owns no property and there are no investments made by the CSO.

There were no non-cash transactions made.

There were no related parties.

There are no commitments, contingencies, or possible impairments of recorded assets.

There are no extraordinary items, prior period adjustments, and similar unusual matters.

The only fixed assets category is the inventory of equipment for Fort Foster.

There are no investments.

There are no mergers with other organizations.

There are no credit risk and no financial derivatives.

There are no restrictions on contributions and net assets.

There are no multipurpose activities.

This report and attached financial statements meet the format requirements of SFAS 117.