



## Florida Department of Environmental Protection

### CITIZEN SUPPORT ORGANIZATION 2014 REPORT

#### IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Friends of Kissimmee Prairie Preserve, Inc.

Mailing Address: 33104 192ND AVE, OKEECHOBEE, FL 34972

Telephone Number 727-596-1051 Website Address: www.kissimmeeprairiefriends.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 Friends of Kissimmee Prairie Preserve Inc was formed in 2011 to work for the preservation, protection, interpretation and promotion of and in the best interest of Kissimmee Prairie Preserve. The Friends organization is a Florida not-for-profit 501(c)(3) corporation and relies on membership fees and private donations to pursue activities on behalf of the Preserve.

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

The Friends of Kissimmee Prairie Preserve is a very young organization, yet we have already made a difference in the Preserve and have around 50 current member/supporters. Some of our accomplishments are:

We created a special fund and obtained a grant from the Brevard Zoo to purchase supplies that support Preserve projects to help save the endangered Florida Grasshopper Sparrow.

We started a Dark Skies Fund, and promoted the Preserve's Dark Skies initiative on our blog and elsewhere, to help Kissimmee Prairie Preserve staff in their efforts to obtain International Dark Skies Park designation, including the purchase of a new light meter for the staff to measure the light in the Preserve.

We provided a visitor guestbook and table, and purchased eight new rocking chairs for the Preserve office. Board members have given presentations to outside groups around the state, raising awareness of both Kissimmee Prairie Preserve and the plight of the Florida Grasshopper Sparrow.

Our educational blog and handouts have featured various Preserve-related topics, including fire management in the prairie, dark skies and night sky watching, the rare Calopogon multiflorus orchid, wild turkeys, butterfly and skipper counts and identification -- by a number of different knowledgeable authors.

We send out a member e-newsletter once a month (in season) to our members with the latest news from the Preserve, including what is being seen and expected to be seen in the coming month.

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

- To continue working to raise awareness about Kissimmee Prairie Preserve and its rare habitat, to add members and continue to solicit donations locally, throughout Florida, nationally and internationally for the benefit of the Preserve.
- To continue to work toward helping to save the Florida Grasshopper Sparrow population in the Preserve through use of our FGSP fund.
- To help promote and continue to provide funding and support for the Preserve's Dark Skies Initiative.
- To try to engage and educate our local community by participating and having a presence in local events.
- Some of our proposed CSO-funded projects include: Wells for the primitive campsites; A new 16-passenger swamp buggy for educational visitor tours; Prairie restoration projects; Research staff housing; New interpretive displays

x **Copy of the CSO's Code of Ethics attached** (*Model provided; see CSO 2014 instructions*)

x **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 Kissimmee Prairie Preserve, Inc.**  
**CODE OF ETHICS**

**PREAMBLE**

- (1) It is essential to the proper conduct and operation of **Friends of Kissimmee Prairie Preserve, 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 Kissimmee Prairie Preserve, 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.

Kissimmee Prairie Preserve State Park  
33104 N.W. 192nd Avenue  
Okeechobee, Florida 34972  
(863) 462-5360

This Value of Contributed Services is provided by the staff of Kissimmee Prairie Preserve 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 Kissimmee Prairie Preserve State Park for the period of January 1, 2013 through December 31, 2013 is as follows:

Staff Support:

The park contributed a total of \$ 3716.32 in staff support services to the Friends of the Kissimmee Prairie Preserve

Breakdown:

Use of Facilities (CSO Meetings)	\$ 65.00
Program Services	\$ 0.00
Management & General Support	\$ 3716.32
	_____
Total	\$3,781.32

Send figures to PM's from the corresponding Peas Reports (Bill Allman or Lakeisha Davis) for Modules 2430 and 2440.

Note: Send these figures as soon as they are available

**Financial Statement Disclosure:**

Friends of Kissimmee Prairie Preserve, 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 private individuals within the state of Florida and other states, as well as through paid memberships. These contributions are used to support Kissimmee Prairie Preserve State Park in the ways stated on the attached list of Goals.

The Friends 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, generally, are recognized when paid rather when incurred. This basic approach is modified to include inventory, value of contributed services, fixed assets and related depreciation, liabilities for sales tax, employee payroll and pledges receivable from donors.

At the end of 2013 our only assets are cash in two accounts – checking, and savings. (We also have a PayPal account which had no assets in it at the end of 2013.) We have no liabilities.

Organization's Name : Friends of Kissimmee Prairie

Fiscal Year: 12/31/13

Statement of Assets & Liabilities Resulting from Cash Transactions

	Year Ended	2013	2012
<b>Assets</b>			
Cash:			
Checking Account		9,570.99	2,342.65
Savings Account		250.32	250.24
PayPal		0.00	52.80
Investments, at cost: (Note 3)			
Stocks			
Bonds			
Mutual Funds			
CDs			
Inventories, at cost			
Fixed assets, at cost:			
Property			
Other			
Total Assets		<u>9,821.31</u>	<u>2,645.69</u>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Debt			
Total Liabilities		<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Unrestricted:			
Available for operations		9,821.31	2,645.69
Designated for long term investment			
Total Unrestricted		<u>9,821.31</u>	<u>2,645.69</u>
Temporarily restricted net assets			
Permanently restricted net assets			
Total Restricted Assets		<u>0.00</u>	<u>0.00</u>
Total Net Assets		<u>9,821.31</u>	<u>2,645.69</u>
<b>Total Liabilities &amp; Net Assets</b>		<u><b>9,821.31</b></u>	<u><b>2,645.69</b></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
<b>Receipts and other support</b>							
Contributions	3,124.13		3,124.13		1,307.00	4,431.13	1,145.19
Grant	1,825.00		1,825.00			1,825.00	
Membership dues	2,900.00		2,900.00			2,900.00	405.00
Fees			0.00			0.00	
Special Events & Program Revenue:			0.00			0.00	
Less expenses incurred for special events			0.00			0.00	
Net Special Events & Program Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-concession sales			0.00			0.00	
Concession sales			0.00			0.00	
Value of Contributed Services:							
Governmental support			0.00			0.00	
Non governmental support			0.00			0.00	
Investment and dividends:							
Dividends and Interest income	0.08		0.08			0.08	0.20
Gain on sale of investments			0.00			0.00	
Other	197.25		197.25			197.25	
Net assets released from restrictions			0.00			0.00	568.00
<b>Total Receipts and other support</b>	<b>8,046.46</b>	<b>0.00</b>	<b>8,046.46</b>	<b>0.00</b>	<b>1,307.00</b>	<b>9,353.46</b>	<b>2,118.39</b>
<b>Disbursements</b>							
Program services	1,504.84		1,504.84			1,504.84	145.12
Management and general	353.00		353.00			353.00	532.71
Fundraising			0.00			0.00	
Membership-Development	320.00		320.00			320.00	421.91
<b>Total Disbursements</b>	<b>2,177.84</b>	<b>0.00</b>	<b>2,177.84</b>	<b>0.00</b>	<b>0.00</b>	<b>2,177.84</b>	<b>1,099.74</b>
<b>Change in net assets</b>	<b>5,868.62</b>	<b>0.00</b>	<b>5,868.62</b>	<b>0.00</b>	<b>1,307.00</b>	<b>7,175.62</b>	<b>1,018.65</b>
<b>Net assets at beginning of year</b>						<b>2,645.69</b>	<b>1,627.04</b>
<b>Net assets at the end of the year</b>						<b>9,821.31</b>	<b>2,645.69</b>



Statement of Functional Expenses

Program Services	Total Program Services	Supporting Services				Total Supporting Services	Totals	
		Management & General	Fundraising	Membership Development			2013	2012
<b>Personnel expenses</b>								
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
<b>Contracted services</b>								
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
<b>Direct expenses</b>								
Materials, supplies, equipment & rentals	\$0.00					\$0.00	\$0.00	
Computer Hardware	\$75.88	\$75.88				\$0.00	\$75.88	
Contracted services	\$0.00					\$0.00	\$0.00	\$421.91
Postage, shipping & messenger	\$0.00					\$0.00	\$0.00	
Memberships & Dues	\$0.00				\$320.00	\$320.00	\$320.00	
Purchase for re-sale	\$0.00					\$0.00	\$0.00	
Travel	\$0.00					\$0.00	\$0.00	
Small Tools and Equipment	\$1,247.19	\$1,247.19				\$0.00	\$1,247.19	
Volunteer Appreciation	\$0.00		\$353.00			\$353.00	\$353.00	\$145.12
Bank and Paypal Charges	\$120.52	\$120.52				\$0.00	\$120.52	\$31.61
Advertising	\$0.00					\$0.00	\$0.00	
Professional fees, trainers & demonstrators	\$61.25	\$61.25				\$0.00	\$61.25	\$443.75
Office expenses	\$0.00					\$0.00	\$0.00	\$57.35
Telephone	\$0.00					\$0.00	\$0.00	
Miscellaneous	\$0.00					\$0.00	\$0.00	
Total direct expenses	\$1,504.84	\$1,504.84	\$353.00	\$0.00	\$320.00	\$673.00	\$2,177.84	\$1,099.74
Total expenses before depreciation	\$1,504.84	\$1,504.84	\$353.00	\$0.00	\$320.00	\$673.00	\$2,177.84	\$1,099.74
Depreciation	\$0.00	\$0.00				\$0.00	\$0.00	
Total expenses after depreciation	\$1,504.84	\$1,504.84	\$353.00	\$0.00	\$320.00	\$673.00	\$2,177.84	\$1,099.74
<b>Total Expenses beginning of year</b>		\$0.00				\$0.00	\$0.00	
<b>Total Expenses end of year</b>	\$1,504.84	\$1,504.84	\$353.00	\$0.00	\$320.00	\$673.00	\$2,177.84	\$1,099.74

Statement of Functional Expenses, Program Services detail

	Program Services					Total Program Services	Totals	
	Program 1	Program 2	Program 3	Program 4	Program 5		2013	2012
<b>Personnel expenses</b>								
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	
<b>Contracted services</b>								
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	
<b>Direct expenses</b>								
Materials, supplies, equipment & rentals						\$0.00	\$0.00	
Computer Hardware	\$75.88					\$75.88	\$75.88	
Contracted services						\$0.00	\$0.00	\$1,099.74
Postage, shipping & messenger						\$0.00	\$0.00	
Memberships & Dues						\$0.00	\$0.00	
Purchase for re-sale						\$0.00	\$0.00	
Travel						\$0.00	\$0.00	
Small Tools and Equipment	\$1,247.19					\$1,247.19	\$1,247.19	
Volunteer Appreciation						\$0.00	\$0.00	
Bank and Paypal Charges	\$120.52					\$120.52	\$120.52	\$31.61
Advertising						\$0.00	\$0.00	
Professional fees, trainers & demonstrators	\$61.25					\$61.25	\$61.25	\$443.75
Office expenses						\$0.00	\$0.00	\$57.35
Telephone						\$0.00	\$0.00	
Miscellaneous						\$0.00	\$0.00	
Total direct expenses	\$1,504.84	\$0.00	\$0.00	\$0.00	\$0.00	\$1,504.84	\$1,504.84	\$1,632.45
Total expenses before depreciation	\$1,504.84	\$0.00	\$0.00	\$0.00	\$0.00	\$1,504.84	\$1,504.84	\$1,632.45
Depreciation								
Total expenses after depreciation	\$1,504.84	\$0.00	\$0.00	\$0.00	\$0.00	\$1,504.84	\$1,504.84	\$1,632.45
<b>Total Expenses beginning of year</b>								\$0.00
<b>Total Expenses end of year</b>	\$1,504.84	\$0.00	\$0.00	\$0.00	\$0.00	\$1,504.84	\$1,504.84	\$1,632.45

**2013 Board of Directors:**

**President:** Tim Kozusko, 439 Dolphin Street, Melbourne Beach, Florida 32951  
(321) 543-1213 timothy.j.kozusko@nasa.gov

**Vice President:** Lisa Kreiger, 14105 SE 38th Street, Okeechobee, Florida 34974  
(863) 697-6491 surfingdolphin63@gmail.com

**Treasurer:** Christina Evans, 14437 OakGlen Drive N., Largo, Florida 33774  
(727) 596-1051 chromagrafx1@tampabay.rr.com

**Secretary:** Paul Gray, Ph.D., 3124 Irish Drive, Lorida, Florida 33857  
(863) 655-1831 pgray@audubon.org

**2013 Accomplishments:**

- Two Board members attended the FOFSP CSO workshop in Gainesville in January.
- We obtained a grant from the Brevard Zoo for \$1825. to support projects for the endangered Florida Grasshopper Sparrow. Funds from this grant and our Florida Grasshopper Sparrow Fund were used to purchase supplies, including GPS units, cases, and batteries for five Fire Ant Strike Teams (F.A.S.T.) -- units made of volunteers who treat exotic fire ant mounds after Rx burns in FGSP habitat in the prairie.
- We funded another Fire Volunteers Appreciation event that was hosted by the Preserve.
- We purchased a new portable hard drive and case for the Preserve's GIS library.
- We started a Dark Skies Fund, and promoted the Preserve's Dark Skies initiative on our blog and elsewhere, to help Kissimmee Prairie Preserve staff in their efforts to obtain International Dark Skies Park designation.
- We donated and provided a guestbook and table for the Preserve office, where visitors can sign in and report on what they saw while visiting.
- We increased our membership in both our organization and on our Facebook page, and added information to our website and blog to educate the public about the Preserve and our organization. One of our most popular blog posts was on fire management.
- Board members gave presentations to outside groups around the state, raising awareness of both Kissimmee Prairie Preserve and the plight of the Florida Grasshopper Sparrow.
- We allocated funds to provide new rocking chairs to replace the dilapidated ones on the front porch of the office. Also for new GPS holders to go on the ATVs.
- We created and implemented a Board Commitment letter and recruited two new Board members for 2014.

**2014 Goals:**

- To continue working to raise awareness about Kissimmee Prairie Preserve, add members and solicit donations locally, throughout Florida, nationally and internationally.
- To put out an e-newsletter approximately once a month and continue to communicate with and engage our members and donors through emails and social media like our Facebook page (<https://www.facebook.com/groups/KPPSP/>) and our website and blog.
- To purchase new rocking chairs for the Preserve office front porch.
- To continue to work toward helping to save the Florida Grasshopper Sparrow population in the Preserve through use of our FGSP fund, including providing staff with new binoculars and other needed supplies for sparrow surveys.
- To continue to seek answers, educate the public and help the staff prevent roadkill on the main road through the Preserve. Including some new signage and possibly moveable speed bumps.
- To engage an accounting firm to help us better meet our financial reporting obligations and give us advice on best practices for our organization -- and to locate a member with a background in accounting or finance to include on our Board.
- To put on a first annual fall wildflower walk / event, intended to introduce the Preserve to, raise support from, and educate members of the Florida native plant community.
- To continue to explore the possibility of taking on and expanding the Preserve's swamp buggy tours, with the current buggy and/or a new one, and finding ways to increase revenues through that service.
- To join the Okeechobee Chamber of Commerce and try to engage and educate our local community by participating and having a presence in local events.
- To help promote and continue to provide funding and support for the Preserve staff's Dark Skies Initiative, making Preserve visitors' astronomy experiences richer and more educational and achieving International Dark Skies Park designation.

**Proposed Future CSO Funded Projects**

The list below are some of the other requests from park management that we plan to work on this year or in the future:

**Primitive trailside campsites**

**New interpretive displays**

**A 16-passenger swamp buggy for visitor tours**

**Prairie restoration projects**

**Research staff housing**