



Florida Department of Environmental Protection

CITIZEN SUPPORT ORGANIZATION

2015 REPORT

(pursuant to Florida Statute 20.058)

Citizen Support Organization (CSO) Name: Friend of Manatee Springs State Park

Mailing Address: 11650 NW 115<sup>th</sup> St Chiefland, FL 32626

Telephone Number: (352)493-6072

Website Address (if applicable): \_\_\_\_\_

**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:** To provide support to all properties managed as part of Manatee Springs Administration, including Fanning Springs, through the promotion of volunteerism and local community support, public awareness, development of programs and events, and fund raising for specific projects as directed by the Park Manager and specified in the parks' "Unit Management Plans(s). The group will interact with local related organizations through good communications as assistance with volunteerism.

**Brief Description of the CSO's Results Obtained:** The CSO has successfully completed its mission through the support of equipment and supplies requested by the Park(s) as well as volunteer efforts supporting the Unit Management plans. The CSO continually seeks funding locally and is working to increase community awareness and to foster increased awareness by local and county agencies to help the park meet its goals and objectives. The CSO continuously supports programing and events as well a park needs as directed by the board and Management.

**Brief Description of the CSO's Plans for Next Three Fiscal Years:** Continue to promote awareness and educational opportunities at the parks by supplying direct assistance through volunteerism, monetary support as warranted as well as continuous local outreach and informational events and programs. The CSO will continue to support the Parks needs through the funding of various supplies and equipment as requested by park Management.

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

# CSO Code of Ethics – June 2014

## FRIENDS OF MANATEE SPRINGS PARKS, INC CODE OF ETHICS

### PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of Manatee Springs Parks, 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 Manatee Springs Parks, 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.

## **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.

FRIENDS OF MANATEE SPRINGS PARKS, INC.  
TREASURER'S REPORT  
AS OF JUNE 30, 2014

<b>2013-2014 BUDGET</b>	\$ 12,500
ANNUAL INCOME	\$ 22,678
ANNUAL EXPENSES	\$ 18,360
NET SURPLUS / (DEFICIT)	\$ 4,318
<b>OPERATING ACCOUNT</b>	<b>\$ 21,519</b>
<b>SAVINGS ACCOUNT</b>	<b>\$ 8,228</b>
<b>TOTAL CASH ON HAND</b>	<b>\$ 29,747</b>
Manatee Springs Income	\$ 15,194
Fanning Springs Income	\$ 2,539
Nature Coast Trail Income	\$ 45
Citizens Support Organization Income	\$ 4,900
Manatee Springs Expenses	\$ 4,666
Fanning Springs Expenses	\$ 4,825
Nature Coast Trail Expenses	\$ 4,435
Citizens Support Organization Expenses	\$ 898
Park Support	\$ 3,537

**COMMENTS:**

Organization Support Information:

- 7 Board Members
- 3 Officers
- 1 Registered Agent
- 1 Park Manager
- 2 Assistant Park Managers
- 2 PSS
- 56 Voting Members
- 6 Sponsors
- 5 Business Partners
- 3 Associate Members
- 5 Donors

\*Representing all properties managed by Manatee Administration

- Manatee Springs State Park
- Fanning Springs State Park
- Nature Coast Trail State Park

FINANCIAL REPORT  
 FRIENDS OF MANATEE SPRINGS PARKS  
 JULY 1, 2013 THRU JUNE 30, 2014

INCOME:	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YTD INCOME
Memberships	\$380.00	\$240.00	\$30.00	\$110.00	\$50.00	\$80.00	\$30.00	\$0.00	\$10.00	\$730.00	\$40.00	\$0.00	\$1,700.00
Cont	\$108.86	\$74.30	\$0.00	\$54.00	\$36.00	\$54.00	\$75.00	\$0.00	\$159.08	\$123.25	\$81.50	\$0.00	\$765.99
Wood	\$1,594.00	\$1,654.00	\$826.50	\$1,070.00	\$1,353.00	\$1,712.00	\$2,940.00	\$1,308.00	\$3,493.00	\$1,463.00	\$375.00	\$0.00	\$17,788.50
Donors	\$950.00	\$35.21	\$220.00	\$0.00	\$42.95	\$60.33	\$118.82	\$132.38	\$268.53	\$357.06	\$0.00	\$0.00	\$2,185.28
Washer/Dryer	\$21.80	\$29.65	\$8.10	\$24.90	\$0.00	\$38.80	\$30.65	\$22.30	\$32.75	\$29.50	\$0.00	\$0.00	\$238.45
<b>TOTAL INCOME</b>	<b>\$3,054.66</b>	<b>\$2,033.16</b>	<b>\$1,084.60</b>	<b>\$1,258.90</b>	<b>\$1,481.95</b>	<b>\$1,945.13</b>	<b>\$3,194.47</b>	<b>\$1,462.68</b>	<b>\$3,963.36</b>	<b>\$2,702.81</b>	<b>\$496.50</b>	<b>\$0.00</b>	<b>\$22,678.22</b>
<b>EXPENSES:</b>													
Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$272.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$272.50
Supplies	\$720.00	\$960.00	\$240.00	\$960.00	\$502.73	\$1,463.04	\$720.00	\$992.01	\$1,440.00	\$1,069.00	\$480.00	\$480.00	\$10,026.78
Park Support	\$0.00	\$45.00	\$1,974.98	\$57.00	\$0.00	\$300.00	\$0.00	\$790.42	\$184.96	\$0.00	\$0.00	\$185.04	\$3,537.40
Park Projects	\$1,000.00	\$0.00	\$0.00	\$0.00	\$181.89	\$739.92	\$0.00	\$866.97	\$1,109.50	\$0.00	\$0.00	\$0.00	\$3,898.28
G & A	\$251.96	\$78.25	\$69.98	\$57.47	\$0.00	\$22.13	\$46.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$625.79
<b>TOTAL EXPENSES</b>	<b>\$1,971.96</b>	<b>\$1,083.25</b>	<b>\$2,284.96</b>	<b>\$1,074.47</b>	<b>\$957.12</b>	<b>\$2,525.09</b>	<b>\$766.00</b>	<b>\$2,649.40</b>	<b>\$2,734.46</b>	<b>\$1,169.00</b>	<b>\$480.00</b>	<b>\$665.04</b>	<b>\$18,360.75</b>
<b>NOI:</b>	<b>1,082.70</b>	<b>949.91</b>	<b>(1,200.36)</b>	<b>184.43</b>	<b>524.83</b>	<b>(579.96)</b>	<b>2,428.47</b>	<b>(1,186.72)</b>	<b>1,228.90</b>	<b>1,533.81</b>	<b>16.50</b>	<b>(665.04)</b>	<b>4,317.47</b>

**BALANCE SHEET**  
**FRIENDS OF MANATEE SPRINGS PARKS**  
**JUNE 30, 2014**

**ASSETS**

Operating Account: 113191  
Savings Account: 113191

\$21,519.19  
\$8,228.22

**TOTAL ASSETS:**

\$29,747.41

**LIABILITIES & EQUITY**

Current Liabilities

\$0.00

**SUBTOTAL LIABILITIES:**

\$0.00

Retained Earnings

\$29,747.41

**SUBTOTAL EQUITY:**

\$29,747.41

**TOTAL LIABILITIES & EQUITY:**

\$29,747.41