

Florida Department of Environmental Protection

CITIZEN SUPPORT ORGANIZATION 2016 REPORT

(pursuant to Florida Statute 20.058)

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

Mailing Address: 11650 NW 115th 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 park of Manatee Springs State Park Administration, including Fanning Springs State Park, 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 Plan(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 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 programming and events as well as 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

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.

WORKSHEET DINLY - 990N SUBMITTED

Form **990-EZ**

Short Form Return of Organization Exempt From Income Tax

OMB No. 1545-1150

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Open to Public

Inspection

Department of the Treasury

▶ Do not enter social security numbers on this form as it may be made public.

Inte	nal Rever	nue Service	Information about Form	990-EZ and its instruc	LIONS IS ALWW	w.iis.gov/iori					
A	or the	2015 calend	ar year, or tax year beginning	July 2014	, 2015 , a	nd ending		Dec	, 20	15	
В	Check if ap	oplicable:	C Name of organization				D Empl	oyer iden	tification numb	er	
	Address cl	hange	The Friends of Manatee Springs P	arks, Inc			04-3676532				
	Name cha	ange	Number and street (or P.O. box, if mail is	not delivered to street add	ress)	Room/suite	E Telep	elephone number			
=	Initial retur		11650 NW 115th St					352-	493-6072		
=	Amended	n/terminated	City or town, state or province, country,	and ZIP or foreign postal co	de		F Grou	F Group Exemption			
=	Application		Chiefland, FI 32626				Num	ber 🕨	_		
G	Account	ting Method:	✓ Cash	pecify) ▶		Н	Check •	► ☐ if th	ne organizatio	n is not	
1 1	Nebsite	e: ▶					equired	to attacl	h Schedule B		
J T	ax-exen	npt status (ch	eck only one) — 🗸 501(c)(3) 🔲 501(c) () ◀ (insert no.) □	4947(a)(1) or	<u>□</u> 527 (Form 99	90, 990-E	Z, or 990-PF)	١.	
			: Corporation Trust	Association	Other						
L A	Add lines	s 5b, 6c, and	7b to line 9 to determine gross recei	ots. If gross receipts are	\$200,000 or m	ore, or if total	assets				
(Pa	rt II, colı	umn (B) belov	w) are \$500,000 or more, file Form 99	0 instead of Form 990-E	Z			▶ \$			
Р	art I	Revenu	ie, Expenses, and Changes i	n Net Assets or Fu	ınd Balance	s (see the	instruc	tions fo	or Part I)		
			f the organization used Schedul							. 🗸	
	1		ons, gifts, grants, and similar amo					1		1897	
	2		service revenue including governn		ts			2			
	3	_	nip dues and assessments					3		430	
	4	Investmen	•					4			
	5a		ount from sale of assets other tha	n inventory	. 5a						
	b		or other basis and sales expense		. 5b						
	c		Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)								
	6		Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)								
	a	_	oss income from gaming (attach Schedule G if greater than								
ē		\$15,000)	. .		. 6a						
Revenue	ь	Gross inco	Gross income from fundraising events (not including \$ of contributions								
ě			raising events reported on line 1) (attach Schedule G if the								
Œ		sum of suc	ch gross income and contribution	s exceeds \$15,000) .	. 6b						
	C		ct expenses from gaming and fun								
	d	2000 direct experience in garding and characteristic and characteristi									
	"	line 6c)						6d			
	7a	,	es of inventory, less returns and a	llowances	. 7a		22963				
	b						13834				
	C		fit or (loss) from sales of inventory					7c		9129	
	8		enue (describe in Schedule O) .				!	8		259	
	9		enue. Add lines 1, 2, 3, 4, 5c, 6d,				. ▶	9		9388	
	10		d similar amounts paid (list in Sch					10			
	11							11	· · · · · · · · · · · · · · · · · · ·		
Expenses	12		s, other compensation, and employee benefits					12		*****	
	13		sional fees and other payments to independent contractors								
ĕ	14		ancy, rent, utilities, and maintenance								
ä	15		inting, publications, postage, and shipping							57	
_	16		Other expenses (describe in Schedule O)							9166	
	17	•	enses. Add lines 10 through 16					16 17		9223	
	18	Evenes or	(deficit) for the year (Subtract line	17 from line 9)	<u> </u>	<u> </u>		18		165	
ets	19	Not seem	s or fund balances at beginning	of vear (from line 27	column (A))	(must agree	with				
Net Assets	'3	end-of-ve	ar figure reported on prior year's	return)				19			
	20		nges in net assets or fund balanc					20			
Ž	21		s or fund balances at end of year.					21	 	34007	
		i voi assoli	s or raing balances at one or year.		:						

CHILI	990-LZ (2013)					
Pa	rt II Balance Sheets (see the instructions					
	Check if the organization used Schedule	O to respond to a	ny question in this			(B) End of year
				(A) Beginning of year	+	
22	Cash, savings, and investments				22	34007
23	Land and buildings				24	
24	Other assets (describe in Schedule O)				25	34007
25	Total liabilities (describe in Schedule O)				26	34007
26 27	Net assets or fund balances (line 27 of column				27	34007
	t III Statement of Program Service Accom	nlishments (see th	e instructions for	Part III)		
L CI	Check if the organization used Schedule					Expenses
Wha	it is the organization's primary exempt purpose?				(Requ	uired for section c)(3) and 501(c)(4)
	cribe the organization's program service accompli			orogram services.		nizations; optional for
as r	neasured by expenses. In a clear and concise money one benefited, and other relevant information for each	nanner, describe the	e services provide	d, the number of	other	s.)
28	Firewood Program					
			• "			
	(Grants \$) If this amount	includes foreign gra	ints, check here .	▶ 🗓	28a	13834
29	Park Support Washer machine, Tools, Equipment					
					29a	2675
	(Grants \$) If this amount				234	2675
30	Park Projects - Clay landing days, Volunteer Village					
	(Grants \$) If this amount	includes foreign gra	ints, check here .	▶□	30a	6457
31	Other program services (describe in Schedule O)					
٠.	(Grants \$) If this amount	includes foreign gra			31a	
32	Total program service expenses (add lines 28a	through 31a)		▶	32	22966
Pai	List of Officers, Directors, Trustees, and Ke	y Employees (list eacl	n one even if not cor	npensated—see the i	instruc	tions for Part IV)
	Check if the organization used Schedule	O to respond to a	ny question in this	(d) Health benefits,		<u> L</u>
	(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MIS (if not paid, enter -0-	contributions to employ benefit plans, and	of	Estimated amount of ther compensation
Marl	k Long - President, Treasurer					
		6				
Pam	ela McElroy - Vice President					
		2				
Kati	e Sanders - Secretary					
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Part	Other Information (Note the Schedule A and personal benefit contract statement requirements	in th	ie	
	instructions for Part V) Check if the organization used Schedule O to respond to any question in this	Part	V	L L
	The state of the s		Yes	No
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	33		✓
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. Otherwise, explain the change on Schedule O (see instructions)	34		√
35a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		1
b	If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b		
c	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? If "Yes," complete Schedule C, Part III .	35c		1
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36	- Adding minutes	1
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a			,
b 38a	Did the organization file Form 1120-POL for this year?	37b 38a		✓
b 39	If "Yes," complete Schedule L, Part II and enter the total amount involved			
а	Initiation fees and capital contributions included on line 9			
b	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: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶;			
b	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? If "Yes," complete Schedule L, Part I	40b		✓
C	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			
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization			
е	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e		<u> </u>
41	List the states with which a copy of this return is filed ▶			
42a	The organization's books are in care or pullating 2019	352-49		2
	Located at ► 11650 NW 115th St Chiefland, FL ZIP + 4 ► At any time during the calendar year, did the organization have an interest in or a signature or other authority over		Yes	No
D	a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country:	42b	100	7
	See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and			
	Financial Accounts (FBAR).			
С	At any time during the calendar year, did the organization maintain an office outside the U.S.?	42c		
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here and enter the amount of tax-exempt interest received or accrued during the tax year			▶⊔
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	Yes	No ✓
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	100	1
С	Did the organization receive any payments for indoor tanning services during the year?	44c	Topiconial	<u> </u>
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d		\
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		_
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b		\

								Yes	No
46	Did th	e organization engage, directly or in	directly, in political c	ampaign activities	on behalf o	of or in opposi	tion		
t		didates for public office? If "Yes," c		, Part I		<u>.</u>	. 46	i	✓
Part V		Section 501(c)(3) organizations	only						
	- /	All section 501(c)(3) organizations	s must answer que	stions 47-49b an	d 52, and	I complete th	e tables	for lin	es
		50 and 51 .				•			
		Check if the organization used Sch	andula O to respond	I to any question in	this Part	VI			. П
		Sheck if the organization used Ger	icadic o to respond	rto any quodion ii	i tillo i dit	••••		Yes	No
4	S. 1		antivities or bore o	naction EO1/b) aloo	tion in off	not during the	tay [103	110
		e organization engage in lobbying			uon in en	sci during the		.	1
,		If "Yes," complete Schedule C, Part					47		1
		organization a school as described ir					. 48		V
49 a [Did th	e organization make any transfers to	o an exempt non-cha	ritable related orga	nization?		. 49a	3	✓
b i	f "Yes	s," was the related organization a se	ection 527 organization	on?			. 49t		✓
50 (Comp	lete this table for the organization's	five highest compen	sated employees (d	other than	officers, direct	tors, trust	ees ar	nd key
•	olame	yees) who each received more than	\$100,000 of comper	nsation from the org	ganization.	If there is non	e, enter "	None.	"
				(c) Reportable		ealth benefits,			
	(a) I	Name and title of each employee	(b) Average hours per week	compensation		tions to employee			
	(ω, .	tamo and the or saon empreyes	devoted to position	(Forms W-2/1099-MIS		lans, and deferred mpensation	other co	mpensa	llion
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			A400.000				L		
T	otal	number of other employees paid over	er \$100,000			.			
51 (Comp	lete this table for the organization'	s five highest compo	ensated independe	nt contrac	tors who eacl	n received	a more	e tnan
	\$100,	000 of compensation from the orga	nization. If there is no	one, enter "None."					
	(a)	Name and business address of each independ	lent contractor	(b) Type of s	ervice	(c) Compensa	ation	
	(α)	Name and business address of such maspens		(-, -, -, -, -, -, -, -, -, -, -, -, -, -					
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				1					
d	Total	number of other independent contra	actors each receiving	over \$100,000 .	.▶				
52	Did t	he organization complete Schedu	ıle A? Note: All se	ection 501(c)(3) or	ganization	s must attac	h a		
		leted Schedule A					.▶□ Ye	s 🗌	No
		of perjury, I declare that I have examined this	return, including accompar	ving schedules and state	ements, and t	o the best of my k	nowledge a	nd belief	it is
true, corre	names ect, an	of perjury, I declare that I have examined this is a complete. Declaration of preparer (other than	n officer) is based on all info	ormation of which prepar	er has any kr	owledge.			,
			market in the second		-	<u> </u>			
0:		1/1all Ling		Date					
Sign		Signature of officer				Date			
Here		Mark Long, President							
		Type or print name and title				······································			
Paid		Print/Type preparer's name	Preparer's signature		Date	Check] if PTIN		
_						self-emple			
Prepa		Firm's name ▶				Firm's EIN ▶			
Use C	nly					Phone no.			
May the	e IRS	Firm's address ► discuss this return with the prepare	r shown above? See	instructions			► ☐ Ye	es 🗆	No
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SCHEDULE O (Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

OMB No. 1545-0047

Department of the Treasury Internal Revenue Service

▶ Attach to Form 990 or 990-EZ. ▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990. Open to Public Inspection

Name of the organization	Employer identification number
The Friends of Manatee Springs Parks, Inc.	04-3676532
The Friends of Manager opinings i analymo.	
Line O. Wesher Driver #250.00	
Line 8: Washer, Dryer = \$259.00	
Line 16: Park Support = \$2675, Park Projects = \$6457, Fee's = \$34	