



**Florida Department of Environmental Protection
CITIZEN SUPPORT ORGANIZATION
2021 LEGISLATIVE REPORT
(pursuant to Section 20.058 Florida Statutes)**

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

Mailing Address: 11650 NW 115th Street Chiefland, FL 32626

Telephone Number: 352-493-6738

Website Address (*required if applicable*): <https://thefriendsofmanateespringsinc.wildapricot.org/>

Check to confirm your Code of Ethics is posted conspicuously on your website.

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.

YOUR MISSION AND LAST CALENDAR YEAR'S PROGRAM ACCOMPLISHMENTS:

CSO's Mission: *Consistent with your Articles and Bylaws*

The mission of the Corporation is to provide support to all properties managed as part of Manatee Springs 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 Plans. The group will interact with local related organizations through good communications and assistance with volunteerism.

Describe Last Calendar Year's Results Obtained: *Brag! List or discuss the past calendar year's accomplishments and contributions. Cite specific support from last calendar year's Annual Program Plan.*

The year 2020 was an unusual year for everyone, to say the least. The CSO and Park Manager had many plans to take "the show on the road" to area events, host events and have off-site membership drives. With the Covid shut down, the CSO and Manager created new opportunities through social media and the implementation of Wild Apricot to get the word out the Friends and the Parks were alive and well. Through those efforts, the CSO garnered a few new Board members and kept funding for the parks' needs flowing. The Friends purchased five golf carts for the three parks they support which was a major Annual program goal. The Friends hit another goal with the beautification of Manatee Springs State Park entrance by partnering with IFAS, a local nursery business to revegetate the front and a Board member's donation of metal manatees made from recycled aluminum signs. To help increase the overall partnership and morale, the Friends Board members even hosted a Covid protocol friendly breakfast! Throughout the year, the Friends were able to gain even more community support from area businesses by concentrating on the maintenance needs of the parks which helped the local economy with equipment purchases. To summarize the Friends' contributions through a tough year: We couldn't have done it without them and their support of the parks!

Describe the CSO's Plans for the Next Three Calendar 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.

CSO's LAST CALENDAR YEAR STATISTICS:

Total Number of CSO General Membership: 29

Total Number of Board of Directors: 5

Total Volunteer Hours for the Board of Directors (Hours from VSys. Work with your parks' volunteer manager): 106

PARK & CSO RELATIONSHIP:

Keep the summary simple. Save time. Don't duplicate by describing accomplishments and contributions in the summary. Brag in the above Results Obtained. Describe the relationship here.

Park Manager's Comments on the CSO & Park Relationship and Support:

Provide your perspective on

- *Changing developments of the park provided by the CSO.*
- *Effectiveness of the organization in fulfilling their purpose to support the park(s).*
- *Effectiveness of the Board of Directors in completing their Annual Program Plan.*
- *The relationship between the park and CSO What went well? Are there areas of improvement?*

The Friends and the Park Manager have a wonderful working relationship. They communicate effectively and productively. Through this partnership, several of the Annual Program goals were met, in spite of the COVID shut down. The Friends have increased their involvement with park staff and volunteers to meet the needs of the parks through the open communication channels. An area for improvement is simply increasing the membership to better support the existing member's efforts and the increase of park needs. Throughout the year, The Friends have been very involved in listening to and providing the necessary items for park staff. This has increased the overall morale of the staff in a very trying year. Thank you, Friends!

CSO President's Comments on the CSO & Park Relationship and Support:

Provide your perspective on the relationship between the park and CSO. What went well? Are there areas of improvement?

I would think we can all agree we have been in some seriously uncharted territory for the last year+. My main objective was to help the CSO survive so we could continue to have meetings and be able to get some key people into the organization to help direct the group along its path. Even with our low attendance at the meeting, we have been able to survive and keep moving forward on our group's mission.

It has been the CSO's main objective to help the Rangers be able to do better at their jobs. We are trying to help by providing some of the necessary tools they need to perform their day to day tasks. Golf carts, Saws, trimmers, and blowers all help the Rangers and volunteers keep our parks beautiful. I am always impressed with how beautiful the entrances to our parks look, not just the ones here locally, but all over the state. It is the first thing people see as they come to visit, and to me is a great reflection on the pride everyone takes in the park. Without the necessary equipment these jobs can take many more hours, leaving no time for the Rangers, and volunteers to attend to anything else.

I have had a feeling from the start that the CSO was a burden to the park, which makes it difficult to give of your time to help when you don't feel it is appreciated. It has been my personal mission to change this, and I feel we have. I feel there is more open communication between the parks and the CSO, we are all working towards one goal. I want to make sure no Ranger is burdened by the CSO, but want them to feel

group strong again. We look forward to our parks being fully open, and getting back to some of our programs. I think we are in a great environment for growth and bonding between the CSO and the parks we love so much.

SUMMARIZE FINANCIAL ACTIVITY FOR LAST CALENDAR YEAR, SPECIFIC PARK(S) SUPPORT:

Program Service Expenses are costs related to providing your organization's programs or services in accordance with your mission. For CSO's provide expenses that directly support the park(s). For established nonprofit organizations, program service expenses generally represent most of the overall expense of the organization. For the last calendar year provide totals \$ for each that apply.

Building improvement, construction or renovations	\$78.00
Cultural resources (e.g., historic structure restoration/ renovation)	\$
Natural resources (e.g., native plants, natural lands restoration)	\$450.00
Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws)	\$3333.00
Other facilities and landscape maintenance	\$
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$7200
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$
Park employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition)	\$75.00
Big ticket visitor center exhibits or interpretation updates	\$
Park exhibits, displays, signage	\$
Park publications, brochures, maps, etc.	\$
Programing/interpretation support material purchases	\$1238.64
Other program services	\$24554.49
Total Program Service Expenses	\$

Total Operating Expenses (Overhead including fees, memberships, postage, rent, utilities, etc.) \$36929.13

Visitor Services Revenue

Park gift shops, craft stores and concession sales	\$
Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.)	\$27074.25
Programs and Special Events (e.g., fundraising workshops, seasonal events, concerts, etc.)	\$
Vending (e.g., drink machines, penny press, laundry, Wifi, etc.)	\$
Rentals (e.g., bikes, canoe, kayak, SUPs, etc.)	\$
In-park donation boxes	\$25.00
Other visitor services revenue	\$
Total Visitor Services Revenue	\$27099.25
Net Assets	\$-9829.88

CSO AUDIT:

Total of Last Calendar Year's Expenses (including grants) \$36929.13

Section 215.981(2), Florida Statute requires an independent CPA audit using Government Audit Standards (U.S. GAO Yellow Book) when the CSOs annual expenses are \$300,000 including grants. The audit is due by September 1 (9 months after the CSO's calendar year ends) to the Florida Auditor General and to the Department.

This information is complete to the best of my knowledge pursuant to Section 20.058 Florida Statutes			
Title	Name	Signature	Date
CSO President			05/30/2021

Park Manager



5/27/2021

- CSO's Code of Ethics is attached
- CSO has attached the most recent Internal Revenue Service (IRS) Form 990, 990-EZ, or 990-N Receipt. All IRS Form 990's must be *complete* with Part III Program Service and *all* appropriate Schedules (A, O and others as appropriate). If filing an IRS extension, attach the IRS 8868 receipt and the most recent 990 and schedules.

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 112.325 I, 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 112.325I, 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.



Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** FRIENDS OF MANATEE SPRINGS PARKS INC
- **EIN:** 043676532
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520211254596218
- **Filing Status Date:** 05-05-2021
- **Filing Status:** Accepted

[MANAGE FORM 990-N SUBMISSIONS](#)