



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2014 REPORT**

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Friends of the Marjorie Kinnan Rawlings Farm, Inc.

Mailing Address: 18700 S CR 325, Hawthorne, FL 32640

Telephone Number: 352-466-9273 Website Address (if applicable): www.marjoriekinnanrawlings.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:

Support the park, mission and staff of the Marjorie Kinnan Rawlings Historic State Park in preserving, restoring and interpreting the grounds, history and legacy of Marjorie Kinnan Rawlings and her Cross Creek home.

Brief Description of the CSO's Results Obtained:

Over the years, the Friends have created programing and special events for the park. This past year, we celebrated a county-wide "Year of *The Yearling*" highlighting the 75 years since the publication of and Pulitzer award for *The Yearling*. Fundraising, such as auctions and a Rawlings calendar have been created in the past. A newsletter publicizing the park is published quarterly and other expenses for maintenance and preservation are funded.

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

The Friends will continue to support the preservation program in activities such as historic fan repairs and continue to support interpretive programming with the purchases such as historic clothing. Interpretation and programming will continue to be provided to promote the park, including a planned cooking program before Thanksgiving this year and for 2017, a 75th anniversary celebration of the book, *Cross Creek* is being planned.

- 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**

Model CSO Code of Ethics – June 2014

Friends of the Marjorie Kinnan Rawlings Farm, Inc. CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of the Marjorie Kinnan Rawlings Farm, 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 the Marjorie Kinnan Rawlings Farm, 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.

Draft July 15, 2014 / To be adopted at next regularly scheduled board meeting [July 31, 2014].

Financial Statement Disclosures FY2012-2013:

The financial statement disclosures present written explanation for entries in the Statement of Functional Expenses, Statement of Cash Receipts, Expenditures & Cash Balance, and Statement of Assets and Liabilities Resulting from Cash Transactions beginning with Note No. 3.

Notes No. 1 and No. 2 present an overview of the organization and accounting policies of **Friends of the Marjorie Kinnan Rawlings Farm, Inc.**

- 1. Friends of the Marjorie Kinnan Rawlings Farm, Inc.** is a not for profit organization incorporated (filing date: July 5, 2001) 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 of Florida. Registration does not imply endorsement, approval, or recommendations by the State of Florida.

Friends of the Marjorie Kinnan Rawlings Farm, Inc. is funded primarily from contributions in the form of donations and memberships made by its members, located within the State of Florida, but are also represented throughout the United States of America. These contributions are used to fund the purchase of goods and services which will enhance the Marjorie Kinnan Rawlings Historic State Park and its staff's presentation of the historic era represented by the park.

2. Summary of Significant Accounting Policies:

A. Basis of Accounting:

Friends of the Marjorie Kinnan Rawlings Farm, Inc. 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 than 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.

B. Basis of Presentation:

Net assets and revenues and expenses including gains and/or losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of **Friends of the Marjorie Kinnan Rawlings Farm, Inc.** and changes therein are classified and reported as follows:

UNRESTRICTED NET ASSETS: Defined as the difference between assets and liabilities which are not restricted legally or according to wishes of the donor.

TEMPORARILY RESTRICTED NET ASSETS: Defined as the difference between assets and liabilities which have either a time restriction (must be used by a time certain) or a purpose restriction (must be used for a certain purpose) which will expire once the condition has been satisfied.

Friends of the Marjorie Kinnan Rawlings Farm, Inc. currently has no assets which fall into this category.

PERMANENTLY RESTRICTED NET ASSETS: Defined as the difference between assets and liabilities which are restricted permanently or in perpetuity. This category could include funds which are contributed with stipulation that the principal be conserved and the interest or dividends be used according to the desires of the current board of Directors of **Friends of the Marjorie Kinnan Rawlings Farm, Inc.** While the **Friends of the Marjorie Kinnan Rawlings Farm, Inc.** have no such funds at present, they would consider such funds desirable and would encourage such donations despite the restrictions as to use of principal. This category could also include items of significant historical value which are contributed with restrictions and stipulations.

The board of **Friends of the Marjorie Kinnan Rawlings Farm, Inc.** has discussed such potential donations on several occasions and have established a general policy that all donations are to be turned over to the State of Florida immediately without restriction other than that agreed to by the State of Florida.

Thus, **Friends of the Marjorie Kinnan Rawlings Farm, Inc.** currently have no assets which fall into this category, but would seek and accept funds with restrictions to use of principal only, and would not accept items as donations but would instead refer those making such donations to the appropriate park service official.

3. Investments:

At this time all funds are held in bank accounts and bank certificates of deposit. Thus, **Friends of the Marjorie Kinnan Rawlings Farm, Inc.** has no investments, but as noted under No. 2, PERMANENTLY RESTRICTED NET ASSETS, would seek out and accept such donations providing that the only restriction were to conservation of principal.

4. Fixed Assets

As of June 30, 2012, **Friends of the Marjorie Kinnan Rawlings Farm, Inc.** does not have any fixed assets. All items have been donated to the Marjorie Kinnan Rawlings Historic State Park.

5. Net Assets

Friends of the Marjorie Kinnan Rawlings Farm, Inc., Inc. does not currently have assets which are restricted in any manner. The FY 2011-2012 increase in net assets is held in bank funds which are available immediately without legal or donor imposed restrictions.

6. Commitments and Contingencies

None

7. Related Party Transactions

Friends of the Marjorie Kinnan Rawlings Farm, Inc. has no contractual obligations

8. Partnership In Parks

Friends of the Marjorie Kinnan Rawlings Farm, Inc. does not currently have a Partnership In Parks project to which they have committed.

9. Value of Contributed Services (Information provided by District & Park)

A summary of contributed services from Marjorie Kinnan Rawlings Historic State Park as of June 30, 2012.

Staff Support	\$984
Park Facilities	\$ 0
Total Value of Contributed Services	\$ 984

The Value of Contributed Services is provided by Marjorie Kinnan Rawlings Historic State Park, Division of Recreation and Parks, Department of Environmental Protection, State of Florida staff. The Division of Recreation and Parks operates using a cash based method thus the information provided was derived using a cash basis.

Statement of Accomplishments and Goals

Fiscal year 2012-2013

Name of CSO: **Friends of the Marjorie Kinnan Rawlings Farm, Inc.**

Address PO Box 337
City, State, Zip Micanopy, FL 32667

Estimated Volunteer Hours : 2505

Total Membership 208

2011-2012 list of Citizen Support Organization Board Members and Officers

President: Dan Cantliffe **Vice President:** Mickey Angell **Vice President:** Robin Lauriault
Treasurer: Anne Pierce **Secretary:** Barbara Wingo

Mickey Angell	14224 SE 180 Place, Hawthorne, FL 32640 angell14224@bellsouth.net	(352) 466-3771 (h)
Dan Cantliffe	25 SW 79th Drive, Gainesville, FL 32607 djcant@ufl.edu	(352) 332-4123 (h) (352) 284-8820 (c)
Robin Lauriault	14219 E County Rd 235, Cross Creek, FL 32640 usufruct@ufl.edu	(352) 328-7002 (c) (352) 466-8009 (h)
Murray Laurie	2858 SW 14th Drive, Gainesville, FL 32608 murraylaurie@bellsouth.net	(352) 335-6784 (h)
Andy & Eleanor Merritt	15436 South CR 325, Cross Creek, FL 32640 eleanormerritt@gru.net	(352) 466-3085 (h) (resigned 10/2011)
Mary Ann Morgan	1320 SE 119 Avenue, Micanopy, FL 32667 marym@ufl.edu	(352) 214-6575 (h)
Anne Pierce	249 Herman Drive, Hawthorne, FL 32640 apedwater@aol.com	(352) 481-4099 (h)
Mary A. Snook	PO Box 135, Micanopy, FL 32667-0135 marysnook@bellsouth.net	(352) 466-0698 (h) (resigned 10/2011)
Elaine and Neal Spencer	3445 NW 30 th Blvd, Gainesville, FL 32605 Elainespencer@gmail.com Nrs23@Cornell.edu	(352) 375-0186 (h) (352) 283-0483 (c)
Jim Stephens	14112 SE 179 Avenue, Cross Creek, FL 32640 sloughfootcreek@aol.com	(352) 466-3034 (h)
Florence Turcotte	1215 NW 36th Terrace, Gainesville, FL 32605 floturc@uflib.ufl.edu	(352) 377-7755 (h)
Barbara C. Wingo	6613 NW 81 st Blvd, Gainesville, FL 32605 wingo@atlantic.net	(352) 373-8885 (h) (352) 392-1358 (w)

Summary of goals/ accomplishments for year (2011-2012):

Mission (Taken from the By Laws, Article II Purpose.)

The purpose of the organization is to conduct programs, foster activities, raise funds, and make expenditures to facilitate and enhance the preservation and interpretation of the Marjorie Kinnan Rawlings State Historic Park, under the direction of and with priorities set by the Florida Division of Recreation and Parks and the Park manager.

Short Term Goals:

→ ***Create new special events and programs and continue to support traditional ones.***

Traditional events supported: Holiday Party (Dec 2012) and MKR Birthday Celebration (Aug 2012) for a total of \$156.

In collaboration with the Rawlings Society, the Matheson Museum, and Visit Gainesville, a year-long celebration of the **Year of *The Yearling*: 75th Anniversary** was planned and execution began officially in April. See Brochure for details. 2012-13 FY :

-March-May 2013: MKR Exhibit at the Matheson Museum

-April, 7, 2013: viewing of the movie, *The Yearling*, and exhibit viewing

-April 12, 2013: lecture on writing of the novel and performance by “Marjorie”, Betty Jean Steinshouer.

The Friends of the MKR Farm contributed \$1204 to support these activities

→ ***Provide period costumes for the staff conducting interpretation at the MKR Park.***

Costumes provided at a cost of \$200.

→ ***Continue to restore antique fans for the farmhouse.***

Fan repair and restoration \$265.

→ ***Continue to bring new, energized, and talented people to the Friends Board.***

No new board members recruited this year.

Long Term Goals:

→ ***Maintain the integrity of the Citrus Grove***

Board members with expertise continue to monitor the grove.

→ ***Assist the Park in meeting the needs of visitors.***

Friends responsive to needs of the Park by providing materials as needed. See list below.

1. Maintenance and repair 122.

2. Reference books for docents \$30.

4. Microwave \$47.

5. Lateral file for house office \$130..

→ ***Continue the relationship with the Marjorie Kinnan Rawlings Elementary School.***

Contact with the school continues with offers of support. Fall field trip by 4th graders.

Activity planned in Fall 2013 as part of the Year of *The Yearling*.

- ***Produce a high-quality newsletter and website.***
Friends write articles and contribute pictures. Newsletter \$1204. Web site \$1020.
- ***Plan a budget and events based upon goals developed in cooperation with Park personnel***
Budget based upon input from Park personnel, goals and expenditures from previous year.
See attached final budget figures showing planned budget and actual expenditures.
- ***Continue the relationship and use of the Rawlings Collection Staff at UF Libraries.***
Friends Board member, Flo Turcotte is Archivist of the collection. She was especially active in the **Year of *The Yearling*** Committee.
- ***Continue the relationship with the Marjorie Kinnan Rawlings Society***
Four Friends Board members are Trustees of the MKR Society. They provide liaison between the groups. (The President and Vice President of the Society are on the Friends Board of Directors.).
The **Year of *The Yearling*** programming was in cooperation with the Rawlings Society
- ***Network with other CSOs for ideas and resources***
Board members routinely attend the District 2 CSO meeting when possible.
- ***Investigate replacing the Oldsmobile at the Farm which is in bad condition with another historically correct car that can be maintained in good condition.***
This goal is still in the discussion stage. This project will probably be dropped as unfeasible since no shelter to preserve a car is possible at the Historic Site

Statement of Short and Long Term Goals for FY 2013-14

Mission (Taken from the By Laws, Article II Purpose.)

The purpose of the organization is to conduct programs, foster activities, raise funds and make expenditures to facilitate and enhance the preservation and interpretation of the Marjorie Kinnan Rawlings State Historic Park, under the direction of and with priorities set by the Florida Division of Recreation and Parks and the Park manager.

Short Term Goals:

- Create new special events and programs and continue to support traditional ones.
Complete plan and execute a special program related to the 75th anniversary of the publication of *The Yearling*.
- Provide period costumes for the staff conducting interpretation at the MKR Park.
- Continue to restore antique fans for the farmhouse.
- Continue to bring new, energized, and talented people to the Friends Board.
- Plan and execute fundraiser projects for Friends

Long Term Goals:

- Maintain the integrity of the Citrus Grove
- Assist the Park in meeting the needs of visitors.
- Continue the relationship with the Marjorie Kinnan Rawlings Elementary School.
- Produce a high-quality newsletter and website.
- Plan a budget and events based upon goals developed in cooperation with Park personnel
- Continue the relationship and use of the Rawlings Collection Staff at UF Libraries.
- Continue the relationship with the Marjorie Kinnan Rawlings Society
- Network with other CSOs for ideas and resources

11:20 AM
07/15/13
Cash Basis

Friends of the MKR Farm, Inc.
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	2,710.01
Savings Account	5.00
Total Checking/Savings	<u>2,715.01</u>
Total Current Assets	2,715.01
Other Assets	
Investments, at cost	
CDs	
25 Nov 2015	3,120.44
24 July 2015	4,850.90
25 July 2014	4,981.12
22 July 2014	4,406.58
07 Feb 2014	7,760.07
Total CDs	<u>25,119.11</u>
Total Investments, at cost	<u>25,119.11</u>
Total Other Assets	<u>25,119.11</u>
TOTAL ASSETS	<u><u>27,834.12</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	18,416.87
Retained Earnings	9,628.30
Net Income	-211.05
Total Equity	<u>27,834.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>27,834.12</u></u>

Organization's Name : Friends of the Marjorie Kinnan Rawlings State Park, Inc.

Fiscal Year: 2009-2010

Statement of Assets & Liabilities Resulting from Cash Transactions

	Year Ended	2013	2012
Assets			
Cash:			
Checking Account		2710.01	3118.49
Savings Account		5	5
Money Market Account			
Investments, at cost: (Note 3)			
Stocks			
Bonds			
Mutual Funds			
CDs		25119.12	24921.68
Inventories, at cost			
Fixed assets, at cost:			
Property			
Other			
Total Assets		27,834	28,045
Liabilities and Net Assets			
Liabilities			
Debt			
Total Liabilities		0	0
Net Assets			
Unrestricted:			
Available for operations		27,834	28,045
Designated for long term investment		0	0
Total Unrestricted		27,834	28,045
Temporarily restricted net assets		0	0
Permanently restricted net assets		0	0
Total Restricted Assets		0	0
Total Net Assets		27,834	28,045
Total Liabilities & Net Assets		27,834	28,045

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
Receipts and other support							
Contributions	1,084		1,084			1,084	853
Grant			0			0	0
Membership dues	3,187		3,187			3,187	3,605
Fees	0		0			0	0
Special Events & Program Revenue:	0		0		0	0	
Less expenses incurred for special events	0		0		0	0	
Net Special Events & Program Revenue		0	0	0	0	0	120
Non-concession sales	321	321			321	3,620	
expenses for products	6	6			6	2,316	
net non-concession sales	315		315			315	1,304
Concession sales			0			0	0
Value of Contributed Services:							
Governmental support	984		984			984	1,086
Non governmental support			0			0	0
Investment and dividends:							
Dividends and Interest income	197		197			197	314
Gain on sale of investments			0			0	0
Other			0			0	0
Net assets released from restrictions	0		0			0	0
Total Receipts and other support	5,767	0	5,767	0	0	5,767	7,283
Disbursements							
Program services	3,831		3,831			3,831	4,973
Refund							
Management and general	844		844			844	744
Fundraising	0		0			0	0
Membership-Development	1,303		1,303			1,303	1,070
Total Disbursements	5,978	0	5,978	0	0	5,978	6,787
Change in net assets	(211)	0	(211)	0	0	(211)	496
Net assets at beginning of year	27,866	0				28,043	27,547
Net assets at the end of the year	28,045					27,832	28,043
			(rounding errors)	actual		\$ 27,834.12	

Statement of Functional Expenses

	Program Services						Supporting Services					Totals		
	Web site	fans	Costumes	MKR Ele School Proj	Special Event	MKR Park: Other	Total Program Services	Management & General	Fundraising	Member Dev/ Newsletter	Total Supporting Services	Total Governmental Support	2013	2012
Personnel expenses														
Park staff salaries & benefits	52	32	22	0	293	139	538	357	0	89	446	984	1,086	
Total salaries & related expense	52	32	22	0	293	139	538	357	0	89	446	984	1,086	
Contracted services														
Other-movie projection					699		699					699		
Construction & design			200				200				0	200	275	
repairs & equipment maintenance						120	120							
Web Host	20						20				0	20	0	
Newsletter prep for Web	1000						1,000				0	1,000	1,350	
Total Contracted Services	1020	0	200	0	699	120	2039	0	0	0	0	2,039	2,164	
Direct expenses							0							
Materials, supplies, equipment & rentals					171	253	424	67	0	0	67	491	95	
Printing & publications					130		130			915	915	1,044	538	
Conferences, conventions & meetings							0				0	0	300	
Postage, shipping & messenger					123		123			300	300	423	2,153	
Food, entertainment & meals						156	156	51			51	207	126	
Purchase for re-sale							0				0	0	0	
repairs & equipment maintenance			265			25	290				0	290	577	
Cost of park facilities							0				0	0	0	
Cost of park revenues							0				0	0	0	
Advertising							0				0	0	0	
Professional fees, trainers & demonstrators							0				0	0	0	
Office expenses: PO rent, meetings							0	370			370	370	70	
Telephone							0				0	0	0	
Research Equipment & Supplies							0				0	0	0	
Miscellaneous					81	50	131				0	131	216	
Total direct expenses	0	265	0	0	505	484	1254	487	0	1,214	1,702	2,956	4,075	
Total expenses before depreciation	1072	297	222	0	1,497	743	3,831	844	0	1,303	2,148	5,979	6,786	
Depreciation							0				0	0	0	
Total expenses after depreciation	1072	297	222	0	1,497	743	3,831	844	0	1,303	2,148	5,979	6,786	
Total Expenses beginning of year					0		0		0		0	0	0	
Total Expenses end of year	1072	297	222	0	1,497	743	3,831	844	0	1,303	2,148	5,979	6,786	