

Florida Department of Environmental Protection

# CITIZEN SUPPORT ORGANIZATION 2014 REPORT

**IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194** 

Citizen Support Organization (CSO) Name: Friends of O'Leno, Inc.

Mailing Address: <u>410 O'Leno Park Road, High Springs, FL 32643</u>

Telephone Number: (352) 222-0159 Website Address (if applicable): www.friendsofoleno.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:**

To provide help and support for O'Leno State Park and River Rise Preserve State Park through fundraisers, conducting programs and events, requesting and receiving grants, gifts and bequests of money or valuables for the park, conducting trail and facility maintenance, and by promoting academic, archeological, cultural or historic resources and scientific research to benefit the park or the Florida Park Service.

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

Planned and conducted three successful events for fundraising and public outreach. Participated in community events to help promote the park. Purchased exhibits and equipment for the parks Nature Center and provided for the feeding and care of the animals within the Nature Center. Provided materials and helped with the maintenance of the equestrian camping facilities and trails.

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

To continue to conduct events for the purpose of fundraising and community outreach. To continue to provide for the feeding and care of the animals within the Nature Center and to expand its exhibits. To continue to provide for the upkeep and maintenance of the equestrian camping facilities and trails.

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 O'Leno, Inc. CODE OF ETHICS

# PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of O'Leno, 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 O'Leno, 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 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 August 15, 2014.

## Organization's Name : Friends of O'Leno, Inc. Fiscal Years Ended December 31, 2013 and 2012 Statement of Assets & Liabilities Resulting from Cash Transactions

	As of December 31,	
	2013	2012
Assets		
Cash:		
Petty Cash	\$25	\$25
Checking Account	\$17,853	\$17,004
Savings Account Money Market Account		
Investments, at cost: (Note 2C3)		
Stocks		
Bonds		
Mutual Funds CDs		
Inventories, at cost (Note 2C4)		
Fixed assets, at cost: (Note 2C1)		
Property		
Other Total Accests	<u> </u>	¢17.000
Total Assets	\$17,878	\$17,029
Liabilities and Net Assets		
Liabilities		
Debt Total Liabilities	\$0	\$0
Total Liabilities	φ0	ΨU
Net Assets		
Unrestricted:		
Available for operations	\$17,596	\$16,227
Designated for long term investment Total Unrestricted	\$17,596	\$16,227
		<u> </u>
Restricted	****	<b>*</b> ~~~
Temporarily (Washer/Dryer Fund)	\$282	\$802
Temporarily Permanently		
Total Restricted	\$282	\$802
Total Net Assets	¢47 070	17,029
Total Liabilities & Net Assets	\$17,878 <b>\$17,878</b>	17,029
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Pg. 2 of 14

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# Florida Park Service Friends of O'Leno, Inc.

### Statement of Cash Receipts, Expenditures, and Scholarships Paid

		Unrestrict	Unrestricted net assets			Tot	Totals	
		Designated for		Temporarily	Permanently			
	Operations	long term investment	Total Unrestricted net assets	restricted net assets	restricted net assets	2013	2012	
Receipts and other support				······································				
Contributions	\$935		935	\$220		\$1,155	\$434	
Grant	750		750			\$750		
Membership dues	540		540			\$540	205	
Fees								
Special Events & Program Revenue (Note 2C2)								
Gross revenue	10,161		10,161			\$10,161	11,653	
Less expenses incurred for special events								
Net Special Events & Program Revenue	10,161		10,161			10,161	11,653	
Non-concession sales	423		423			\$423	320	
Concession sales								
Value of Contributed Services (Note 2C5)								
Governmental support								
Non governmental support								
Total Value of Contributed Services								
Investment and dividends:								
Dividends and Interest income								
Gain on sale of investments								
Other	902		902			902	799	
Net assets released from restrictions								
Total Receipts and other support	\$13,711	\$0	\$13,711	\$220	\$0	\$13,931	\$13,411	
<u>Disbursements</u>								
Program services	\$4,493		4,493	\$740		\$5,233	\$3,308	
Management and general	7,849		7,849			\$7,849	7,630	
Fundraising							0	
Membership-Development								
Total Disbursements	\$12,342	\$0	\$12,342	\$740	\$0	\$13,082	\$10,938	
Change in net assets	\$1,369	\$0	\$1,369	(\$520)	\$0	\$849	\$2,473	
Net assets at beginning of year	16,227	0	\$16,227	802	0	17,029	14,556	
Net assets at the end of the year	\$17,596	\$0	\$17,596	\$282	\$0	\$17,878	\$17,029	

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### Florida Park Service Friends of O'Leno, Inc. Statement of Functional Expenses For Fiscal Years Ended December 31, 2013 and 2012

			Program	Services			Su	pporting S	ervices		-	Tot	als
	Nature Center	Park Develop - ment	Public Education	Visitor Services	Resource Manage - ment	Total Program Services	Manage - ment & General	Fund - raising	Membership Development	Total Supporting Services	Total Govern- mental Support	2013	2012
Personnel expenses													
Payroll taxes & employee benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracted services													
Construction & design		1,337				1,337						1,337	
Landscape													
Other													
Total Contracted Services	0	1,337	0	0	0.	1,337	0	0	0	0	0	1,337	0
Direct expenses													
Advertising (brochures)				1,043		1,043						1,043	945
Awards						,	1,127			1,127		1,127	888
Beer							368			368		368	
Books, DVDs, magazines, newspapers													
Brochures													
Chefs													
Clothing							260			260		260	
Conferences, conventions & meetings													
Consultants													
Donations										0		0	125
Dues and Memberships							65			65		65	65
Equipment - minor	355		429			784						784	500
Exhibits (materials for tortoise pens)	659					659						659	
Fees							230			230		230	635
Food, entertainment & meals						0	535			535		535	837
Furnishings and Fixtures								an an an Articlean Article					
Gifts													
Improvements - buildings						0						0	234
Insurance							189			189		189	189
Medals (5K)										0		0	996
Miscellaneous						0	35			35		35	51
Park Support													
Park staff support													
Cost of park facilities													
Cost of park facilities Cost of park revenues													
Cost of park facilities Cost of park revenues Total Park Support													

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### Florida Park Service Friends of O'Leno, Inc. Statement of Functional Expenses For Fiscal Years Ended December 31, 2013 and 2012

			Program	Services			Su	pporting S	ervices			Tot	als
	Nature Center	Park Develop - ment	Public Education	Visitor Services	Resource Manage - ment	Total Program Services	Manage - ment & General	Fund - raising	Membership Development	Total Supporting Services	Total Govern- mental Support	2013	2012
Prizes money			-				100			100		100	250
Portalets							150			150		150	150
Postage, shipping & messenger							18			18		18	56
Purchase for re-sale										0		0	110
Refunds - Camping fees to Park										0		0	195
Refunds - Registration fees (5K)										0		0	63
Repairs													
Restoration													
Signs, banners, exhibit panels													
Snakes (live)	60					60						60	
Supplies	610					610	166			166		776	1,153
Taxes							94			94		94	15
T - Shirts						0	3,583			3,583		3,583	2,648
T - Shirts (Chamber of Commerce)													
Telephone													
Timing							875			875		875	725
Training													
Travel													
Veterinarian													
Website design and maintenance							54			54		54	108
Total direct expenses	1,684	1,337	429	1,043	0	4,493	7,849	0	0	7,849		12,342	10,938
Total expenses before depreciation Depreciation	1,684	1,337	429	1,043	0	4,493	7,849	0	0	7,849	0	12,342	10,938
Total expenses after depreciation	\$1,684	\$1,337	\$429	\$1,043	\$0	\$4,493	\$7,849	\$0	\$0	\$7,849	\$0	\$12,342	\$10,938

#### 1. Organization:

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Friends of O'Leno, Inc. is a not for profit organization incorporated under the laws of the State of Florida and is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

The Friends is funded primarily from events held by Friends of O'Leno, donations, membership dues, and the sale of items such as cookbooks, DVDs, cups, hats, aprons, scrap. etc. These monies are used to help pay for special projects, maintenance, supplies and equipment for both O'Leno and River Rise Preserve.

#### 2. Summary of Significant Accounting Policies

#### 2A. Basis of Accounting

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

#### 2B. Basis of Presentation

Net assets and revenues and expenses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Friends of O'Leno Inc. and changes therein are classified and reported as follows: <u>Unrestricted Net Assets:</u>

Defined as the difference between assets and liabilities which are not restricted legally or according to wishes of the donor. <u>Temporarily Restricted Net Assets:</u>

Defined as the difference between assets and liabilities which have either a time restriction or purpose restriction which will expire once the condition has been satisfied. The Washer/Dryer Fund is temporarily restricted.

Park hosts and park volunteers contribute \$20 annually. The purpose is to have enough money in the bank to replace these appliances when they wear out or break.

#### Permanently Restricted Assets:

Defined as the difference between assets and liabilities which are restricted permanently or in perpetuity. No funds currently fall into this category.

#### 2C. Financial Policies

#### (2C1)Fixed Assets

As of December 31, 2013, Friends of O'Leno, Inc. did not have any fixed assets. All items have been donated to O'Leno State Park.

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### (2C2)Special Events

The following schedules provide summary and then detail cash inflows and cash outflows of special events held at O'Leno and River Rise during the calendar years 2013, 2012, 2011, 2010, and 2009.

#### All Events Summary

	Year Ended 12/31/2013	Year Ended 12/31/2012	Year Ended 12/31/2011	Year Ended 12/31/2010	Year Ended 12/31/2009	Year Ended 12/31/2008	Totals
Race the Tortoise 5K - Held March 7, 2009		·····		····			
Cash Inflows	\$0	\$0	\$0	\$0	\$3,335	\$4,915	\$8,250
Cash Outflows	\$0	\$0	\$0	\$0	(\$2,910)	(\$540)	(\$3,450)
Net Cash Inflow	\$0	\$0	\$0	\$0	\$425	\$4,375	\$4,800
Race the Tortoise 5K - Held March 13, 2010							
Cash Inflows	\$0	\$0	\$0	\$4,189	\$860	\$0	\$5,049
Cash Outflows	\$0	\$0	\$0	(\$3,031)	(\$859)	\$0	(\$3,890)
Net Cash Inflow	\$0	\$0	\$0	\$1,158	\$1	\$0	\$1,159
Race the Tortoise 5K - Held March 5, 2011							
Cash Inflows	\$0	\$0	\$5,432	\$1,080	\$0	\$0	\$6,512
Cash Outflows	\$0	\$0	(\$3,092)	(\$651)	\$0	\$0	(\$3,743)
Net Cash Inflow	\$0	\$0	\$2,340	\$429	\$0	\$0	\$2,769
Race the Tortoise 5K - Held March 3, 2012							
Cash Inflows	\$0	\$6,716	\$1,758	\$0	\$0	\$0	\$8,474
Cash Outflows	\$0	(\$3,101)	(\$568)	\$0	\$0	\$0	(\$3,669)
Net Cash Inflow	\$0	\$3,615	\$1,190	\$0	\$0	\$0	\$4,805
Race the Tortoise 5K - held March 2, 2013							
Cash Inflows	\$5,880	\$3,040	\$0	\$0	\$0	\$0	\$8,920
Cash Outflows	(\$4,508)	(\$2,015)	\$0	\$0	\$0	\$0	(\$6,523)
Net Cash Inflow	\$1,372	\$1,025	\$0	\$0	\$0	\$0	\$2,397

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All Events Summary (con't)

	Year Ended 12/31/2013	Year Ended 12/31/2012	Year Ended 12/31/2011	Year Ended 12/31/2010	Year Ended 12/31/2009	Year Ended 12/31/2008	Totals
Race the Tortoise 5K $$ - To be held March 1, 2014							
Cash Inflows	\$2,170	0	0	0	0	0	\$2,170
Cash Outflows	(\$1,288)	0	0	0	0	0	(\$1,288)
Net Cash Inflow	\$882	\$0	\$0	\$0	\$0	\$0	\$882
Chili Cook Off - Held March 2009 - March 2013							
Cash Inflows	\$2,111	\$1,897	\$1,480	\$1,226	\$936	\$644	\$8,294
Cash Outflows	(\$727)	(\$550)	(\$923)	(\$606)	(\$70)	(\$146)	(\$3,022)
Net Cash Inflow	\$1,384	\$1,347	\$557	\$620	\$866	\$498	\$5,272
River Rise Romp - Held December 4, 2010							
Cash Inflows	\$0	\$0	\$0	\$5,582	\$0	\$0	\$5,582
Cash Outflows	\$0	\$0	(\$141)	(\$3,961)	\$0	\$0	(\$4,102)
Net Cash Inflow	\$0	\$0	(\$141)	\$1,621	\$0	\$0	\$1,480
River Rise Rally - Held April 10, 2010							
Cash Inflows	\$0	\$0	\$70	\$605	\$0	\$0	\$675
Cash Outflows	\$0	\$0	(\$147)	(\$318)	\$0	\$0	(\$465)
Net Cash Inflow	\$0	\$0	(\$77)	\$287	\$0	\$0	\$210
Horse Riding Events - various dates							
Cash Inflows	\$0	\$0	\$0	\$0	\$559	\$650	\$1,209
Cash Outflows	\$0	\$0	\$0	\$0	\$0	(\$156)	(\$156)
Net Cash Inflow	\$0	\$0	\$0	\$0	\$559	\$494	\$1,053
Cash Inflows - All Events	\$10,161	\$11,653	\$8,740	\$12,682	\$5,690	\$6,209	\$55,135

Cash Outflows - All Events	(\$6,523)	(\$5,666)	(\$4,871)	(\$8,567)	(\$3,839)	(\$842)	(\$30,308)
Total Net Cash Inflow (Outflow) - All Events	\$3,638	\$5,987	\$3,869	\$4,115	\$1,851	\$5,367	\$24,827

Friends of O'Leno, Inc.

# **Financial Statement Disclosures**

# For Year Ended 12/31/2013

### (2C2) Events Details

### Race the Tortoise 5K - Held March 3, 2012

		Year Ended Year Ended 12/31/2013 12/31/2012	Year Ended 12/31/2011	Total
Cash Infl	lows			
	Contributions	\$25	\$450	\$475
	Cabin Rental	\$50		\$50
	Registration fees	\$5,925	\$210	\$6,135
	Sponsors	\$650	\$1,000	\$1,650
	T-shirt sales	\$66	\$98	\$164
	Total cash inflows	\$6,716	\$1,758	\$8,474
Cash Ou	tflows			
	Advertising			\$0
	Awards	\$87	\$115	\$202
	Fees			\$0
	Food and Drink	\$190		\$190
	Miscellaneous	\$29	\$53	\$82
	Portalets	\$150		\$150
	Refunds - Registration fees	\$63		\$63
	Signs & Banners			\$0
	Supplies	\$12		\$12
	T-shirts	\$2,244		\$2,244
	Timing	\$325	\$400	\$725
	Total cash outflows	\$3,101	\$568	\$3,669
Net Cas	h Inflow	\$3,615	\$1,190	\$4,805

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### (2C2) Events Details (con't)

### Race the Tortoise 5K - Held March 2, 2013

Race th	te lortoise 5K - Heid Warch 2, 2013				
		Year Ended 12/31/2013	Year Ended 12/31/2012	Year Ended 12/31/2011	Total
O sah la	flavor		12/31/2012	12/31/2011	Total
Cash In		205	¢0.000		¢0.005
	Contributions	305	\$2,000		\$2,305
	Cabin Rental				\$0
	Registration fees	5080	\$540		\$5,620
	Sponsors	300	\$500		\$800
	T-shirt sales	195			\$195
	Total cash inflows	\$5,880	\$3,040	\$0	\$8,920
Cash O	utflows				
	Advertising				\$0
	Awards		\$618		\$618
	Food and Drink				\$0
	Medals		\$996		\$996
	Miscellaneous				\$0
	Portalets	150			\$150
	Prize money	100			\$100
	Signs & Banners				\$0
	Supplies				\$0
	T-shirts	3583			\$3,583
	Timing	675	\$400		\$1,075
	Total cash outflows	\$4,508	\$2,015	\$0	\$6,523
Net Cas	sh Inflow	\$1,372	\$1,025	\$0	\$2,397

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#### (2C2) Events Details (con't)

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### Race the Tortoise 5K - To be held March 1, 2014

<u>Nace the</u>		Year Ended 12/31/2013	Year Ended 12/31/2012	Total
Cash Infle	ows			
	Contributions	900		\$900
	Cabin Rental			\$0
	Registration fees	270		\$270
	Sponsors	1000		\$1,000
	T-shirt sales			\$0
	Total cash inflows	\$2,170	\$0	\$2,170
Cash Out	tflows			
	Advertising			\$0
	Awards	984		\$984
	Food and Drink			\$0
	Medals			\$0
	Miscellaneous			\$0
	Portalets			\$0
	Prize money			\$0
	Signs & Banners			\$0
	Supplies	104		\$104
	T-shirts			\$0
	Timing	200		\$200
	Total cash outflows	\$1,288	\$0	\$1,288
Net Cash	hliow	\$882	\$0	\$882

11 of 14

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### (2C2) Events Details (con't)

### Chili Cook Off - Held March 23, 2013& March 24, 2012

		Year Ended 12/31/2013	Year Ended 12/31/2012	Totals
Cash Infle	ows			
	Contributions	700	\$185	\$885
	Chili sales (kits)	262	\$726	\$988
	Food & drink sales	281	\$191	\$472
	Ticket sales	228	\$40	\$268
	Registration fees (cooks)	440	\$455	\$895
	Rentals - cabins	200	\$300	\$500
	Total cash inflows	\$2,111	\$1,897	\$4,008
Cash Out	tflows			
	Advertising			\$0
	Awards	\$143	\$182	\$325
	Miscellaneous	\$25	\$70	\$95
	Gifts			\$0
	Food and drinks	\$515	\$244	\$759
	Supplies	\$44	\$54	\$98
	Total cash outflows	\$727	\$550	\$1,277
Net Cash	n Inflow	\$1,384	\$1,347	\$2,731

12 of 14

#### [2C3] Investments

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The Friends of O'Leno, Inc. had no investments, money market funds, stocks or bonds at 12/31/2013 or 12/31/2012

#### [2C4] Inventories

Inventories at years ended December 31, 2013 and 2012 consisted solely of items held for re-sale (i.e., cookbooks, DVDs, hats, cups). The cost of these items at years ended December 31, 2013 and 2012 are considered immaterial.

#### [2C5] Value of Contributed Services

The Value of Contributed Services is provided by O'Leno State Park, Division of Recreation and Parks, Department of Environmental Protection, State of Florida staff.

	Year Ended 12/31/2012	Year Ended 12/31/2011
Staff Support	\$4,663	\$6,100
Park Facilities	\$1,500	\$1,400
Total	\$6,163	\$7,500