



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION  
2015 REPORT**

**(pursuant to Florida Statute 20.058)**

Citizen Support Organization (CSO) Name: Paynes Creek Preservation Alliance  
 Mailing Address: P.O. Box 1190  
Bowling Green, Florida 33834  
 Telephone Number: 863-375-4714 Website Address (if applicable): Paynes Creek Preservation Alliance

**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 promote and enhance the park**

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

**Halloween event was very good, made some money, too scary for kids, teen and adults loved it.  
 Christmas event went over well, added snow machines and lights, beautiful, lot of work but worth it.  
 Encampment/ Re-enactment was the best one yet, the actors really got into their parts.**

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

**As always, we come up short on members coming to planning meetings, frustrating.  
 We plan to help with the Encampment as much as we can, and the Christmas event seems to go over well  
 So we will continue to do that one.  
 We would like to add an Easter event like we did one year and maybe some event in the fall and winter.  
 We will do the Halloween event, with the following changes- kid friendly, daytime, no zombies, and see  
 how that goes over with the community.**

- 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 – July 2014

### PAYNES CREEK PRESERVATION ALLIANCE, INC. CODE OF ETHICS

#### PREAMBLE

(1) It is essential to the proper conduct and operation of Paynes Creek Preservation Alliance, 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 Paynes Creek Preservation Alliance, 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 – July 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.

Organization's Name : *PAYNES CREEK PRESERVATION ALLIANCE*

Fiscal Year: *2013-2014*

Statement of Assets & Liabilities Resulting from Cash Transactions

	Year Ended	2014	2013
<b>Assets</b>			
Cash:			
Checking Account		340.79	386.16
Savings Account			
Money Market Account			
Investments, at cost: (Note 3)			
Stocks			
Bonds			
Mutual Funds			
CDs			
Inventories, at cost			
Fixed assets, at cost:			
Property			
Other			
Total Assets		<u>340.79</u>	<u>386.16</u>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Debt			
Total Liabilities		<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Unrestricted:			
Available for operations			
Designated for long term investment			
Total Unrestricted		<u>0.00</u>	<u>0.00</u>
Temporarily restricted net assets			
Permanently restricted net assets			
Total Restricted Assets		<u>0.00</u>	<u>0.00</u>
Total Net Assets		<u>0.00</u>	<u>0.00</u>
<b>Total Liabilities &amp; Net Assets</b>		<u><b>0.00</b></u>	<u><b>0.00</b></u>

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	2014	2013
<b>Receipts and other support</b>							
Contributions	2,600.00		2,600.00			2,600.00	
Grant			0.00			0.00	
Membership dues			0.00			0.00	
Fees			0.00			0.00	
Special Events & Program Revenue:	1,791.00		1,791.00			1,791.00	
Less expenses incurred for special events	2,138.88		2,138.88			2,138.88	
Net Special Events & Program Revenue	-347.88	0.00	-347.88	0.00	0.00	-347.88	0.00
Non-concession sales			0.00			0.00	
Concession sales			0.00			0.00	
Value of Contributed Services:							
Governmental support			0.00			0.00	
Non governmental support			0.00			0.00	
Investment and dividends:							
Dividends and interest income			0.00			0.00	
Gain on sale of investments			0.00			0.00	
Other			0.00			0.00	
Net assets released from restrictions			0.00			0.00	
<b>Total Receipts and other support</b>	<b>2,252.12</b>	<b>0.00</b>	<b>2,252.12</b>	<b>0.00</b>	<b>0.00</b>	<b>2,252.12</b>	<b>0.00</b>
<b>Disbursements</b>							
Program services			0.00			0.00	
Management and general			0.00			0.00	
Fundraising			0.00			0.00	
Membership-Development			0.00			0.00	
<b>Total Disbursements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Change in net assets</b>	<b>2,252.12</b>	<b>0.00</b>	<b>2,252.12</b>	<b>0.00</b>	<b>0.00</b>	<b>2,252.12</b>	<b>0.00</b>
<b>Net assets at beginning of year</b>							
<b>Net assets at the end of the year</b>							

## Statement of Functional Expenses

	Supporting Services					Totals		
	Program Services	Total Program Services	Management & General	Fundraising	Membership Development	Total Supporting Services	2014	2013
<b>Personnel expenses</b>								
Payroll taxes & employee benefits		\$0.00				\$0.00	\$0.00	
Total salaries & related expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Contracted services</b>								
Construction & design		\$0.00				\$0.00	\$0.00	
Landscape	\$152.05	\$152.05				\$0.00	\$152.05	
Other		\$0.00				\$0.00	\$0.00	
Total Contracted Services	\$152.05	\$152.05	\$0.00	\$0.00	\$0.00	\$0.00	\$152.05	\$0.00
<b>Direct expenses</b>								
Materials, supplies, equipment & rentals	\$1,125.02					\$1,050.02	\$1,050.02	
Printing & publications		\$0.00				\$0.00	\$0.00	
Conferences, conventions & meetings		\$0.00				\$0.00	\$0.00	
Postage, shipping & messenger		\$0.00				\$0.00	\$0.00	
Food, entertainment & meals	\$187.40	\$187.40				\$187.40	\$374.80	
Purchase for re-sale		\$0.00				\$0.00	\$0.00	
Travel		\$0.00				\$0.00	\$0.00	
Repairs & equipment maintenance	\$194.53	\$194.53				\$194.53	\$389.06	
Insurance		\$0.00				\$0.00	\$0.00	
Rent & utilities		\$0.00				\$0.00	\$0.00	
Advertising	\$1,219.00	\$1,219.00				\$1,219.00	\$2,438.00	
Professional fees, trainers & demonstrators		\$0.00				\$0.00	\$0.00	
Office expenses		\$0.00				\$0.00	\$0.00	
Telephone		\$0.00				\$0.00	\$0.00	
Miscellaneous	\$211.04	\$211.04				\$0.00	\$211.04	
Total direct expenses	\$2,936.99	\$2,936.99	\$0.00	\$0.00	\$0.00	\$0.00	\$2,936.99	\$0.00
Total expenses before depreciation	\$3,089.04	\$3,089.04	\$0.00	\$0.00	\$0.00	\$0.00	\$3,089.04	\$0.00
Depreciation		\$0.00				\$0.00	\$0.00	
Total expenses after depreciation	\$3,089.04	\$3,089.04	\$0.00	\$0.00	\$0.00	\$0.00	\$3,089.04	\$0.00
Total Expenses beginning of year		\$0.00				\$0.00	\$0.00	
Total Expenses end of year	\$3,089.04	\$3,089.04	\$0.00	\$0.00	\$0.00	\$0.00	\$3,089.04	\$0.00

Statement of Functional Expenses, Program Services detail

	Program Services					Total Program Services	Total
	Program 1	Program 2	Program 3	Program 4	Program 5		2014
<b>Personnel expenses</b>							
Payroll taxes & employee benefits						\$0.00	\$0.00
Total salaries & related expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Contracted services</b>							
Construction & design						\$0.00	\$0.00
Landscape	\$152.05					\$152.05	\$152.05
Other						\$0.00	\$0.00
Total Contracted Services	\$152.05	\$0.00	\$0.00	\$0.00	\$0.00	\$152.05	\$152.05
<b>Direct expenses</b>							
Materials, supplies, equipment & rentals	\$1,125.02					\$1,125.02	\$1,125.02
Printing & publications						\$0.00	\$0.00
Conferences, conventions & meetings						\$0.00	\$0.00
Postage, shipping & messenger						\$0.00	\$0.00
Food, entertainment & meals	\$187.40					\$187.40	\$187.40
Purchase for re-sale						\$0.00	\$0.00
Travel						\$0.00	\$0.00
Repairs & equipment maintenance	\$194.53					\$194.53	\$194.53
Insurance						\$0.00	\$0.00
Rent & utilities						\$0.00	\$0.00
Advertising	\$1,219.00					\$1,219.00	\$1,219.00
Professional fees, trainers & demonstrators						\$0.00	\$0.00
Office expenses						\$0.00	\$0.00
Telephone						\$0.00	\$0.00
Miscellaneous	\$211.04					\$211.04	\$211.04
Total direct expenses	\$2,936.99	\$0.00	\$0.00	\$0.00	\$0.00	\$2,936.99	\$2,936.99
Total expenses before depreciation	\$3,089.04	\$0.00	\$0.00	\$0.00	\$0.00	\$3,089.04	\$3,089.04
Depreciation							
Total expenses after depreciation	\$3,089.04	\$0.00	\$0.00	\$0.00	\$0.00	\$3,089.04	\$3,089.04
<b>Total Expenses beginning of year</b>							
<b>Total Expenses end of year</b>	\$3,089.04	\$0.00	\$0.00	\$0.00	\$0.00	\$3,089.04	\$3,089.04