

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

Citizen Support Organization (CSO) Name: Paynes Creek Preservation Alliance Mailing Address: 888 Branch Lake Rd Bowling Green, Fl 33834 Telephone Number: 863-375-4717 Website Address (*required if applicable*): www.paynescreekpreservationalliance.wildapricot.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.

# YOUR MISSION AND LAST CALENDAR YEAR'S PROGRAM ACCOMPLISHMENTS:

**CSO's Mission:** PCPA is established to help provide assistance to the parks improvement projects, create a strong volunteer base and enhance community awareness and involvement.

Describe Last Calendar Year's Results Obtained: PCPA planned and implemented the first annual Education Day for all Hardee County 3<sup>rd</sup> grade classrooms. The event was held on Friday, March 6<sup>th</sup>, ahead of the 13<sup>th</sup> annual Ft. Chokonikla reenactment weekend. It was a huge success with over 300 students attending. We have plans to hold this event on an annual basis. Due to Covid 19 shutdowns, all other events were cancelled. However, we were able to participate in the first Trunk or Treat event held at Bowling Green's railroad depot. We decorated an 1800's wagon with a lot of moss and items from the park. Our park/wagon drew a lot of attention, thus giving our park good exposure to the community.

Describe the CSO's Plans for the Next Three Calendar Years: PCPA is currently working on plans for a canoe/kayak rental from our current launch area. Kayton Nedza is heading the project, due to his expertise with the Peace River

water project. This new addition to the Parks amenities will increase the visitor traffic and enhance their experience and bring awareness of our organizations value to the community. The goal is to build a larger volunteer base through repeated exposure to all-natural resources that Paynes Creek Historic State Park offers!

# CSO's LAST CALENDAR YEAR STATISTICS: Total Number of CSO General Membership: 12 Total Number of Board of Directors: 6 Total Volunteer Hours for the Board of Directors 330

# PARK & CSO RELATIONSHIP:

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

Provide your perspective on

- Changing developments of the park provided by the CSO. New board formed. However due to COVID 19 and extended management transition CSO was unable to perform many functions
- Effectiveness of the organization in fulfilling their purpose to support the park(s). Due to COVID 19 and extended management transition CSO was unable to perform many functions
- Effectiveness of the Board of Directors in completing their Annual Program Plan. Due to COVID 19 and extended management transition CSO was unable to perform many functions
- *The relationship between the park and CSO What went well? Are there areas of improvement?* Due to COVID 19 and extended management transition CSO was unable to perform many functions

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

PCPA and the park have a strong working relationship. Communication is essential to any team and we coordinate that aspect well, thus creating an environment for successful implementation of new ideas and accomplishments. With the Covid shutdown, the CSO has remained diligent in including the park in all aspects of planning, through email and face to face discussions.

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

## Program Service Expenses

- Building improvement, construction or renovations \$0
- Cultural resources (e.g., historic structure restoration/ renovation) \$0
  - Natural resources (e.g., native plants, natural lands restoration) \$0
- Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws) \$2912.00
  - Other facilities and landscape maintenance \$406.99
  - Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.) \$0
- Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.) \$0
- Park employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition) \$1624.85
  - Big ticket visitor center exhibits or interpretation updates \$0
    - Park exhibits, displays, signage \$0
    - Park publications, brochures, maps, etc. \$0

Programing/interpretation support material purchases \$2615.54

Other program services \$12.62

### Total Program Service Expenses \$7572.00

Total Operating Expenses (Overhead including fees, memberships, postage, rent, utilities, etc.) \$3797.81

Visitor Services Revenue

- Park gift shops, craft stores and concession sales \$0
- Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.) \$0
- Programs and Special Events (e.g., fundraising workshops, seasonal events, concerts, etc.) \$1486.00
  - Vending (e.g., drink machines, penny press, laundry, Wifi, etc.) \$0
    - Rentals (e.g., bikes, canoe, kayak, SUPs, etc.) \$0
      - In-park donation boxes \$0
      - Other visitor services revenue \$9411.50
      - Total Visitor Services Revenue \$10897.50
        - Net Assets \$8910.92

### CSO AUDIT:

### Total of Last Calendar Year's Expenses (including grants) \$11369.81

Section 215.981(2), Florida Statute requires an independent CPA audit using Government Audit Standards (<u>U.S. GAO</u> <u>Yellow Book</u>) 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 i	nis information is complete to the best of my knowledge pursuant to Section 20.058 Florida Statutes					
Title	Name	Signature	Date			
CSO President	Melony Cureton	Melony Cureton	05/15/2021			
Park Manager						

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.

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Title	Name	Signature	Date	
CSO President	Melony Cureton	Melony Cureton	05/15/2021	
Park Manager (Acting)	V. Morgan Tyrone	V. Morgan Tyrone V. Morgan Tyrone 2021.05.26 15:02:29 -04'00'	26 May 2021	

**CSO's Code of Ethics is attached** 

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# CSO Code of Ethics – June 2018

### PAYNES CREEK PRESERVATION ALLIANCE, INC.

### **CODE OF ETHICS**

#### PREAMBLE

(1) It is essential to the proper conduct and operation of Paynes Creek Preservation Alliance, o Inc. (herein "CSO") that its board members, officers, and employees be independent and impartialo and that their position not be used for private gain. Therefore, the Florida Legislature in Sectiono 112.3251, Florida Statute (Fla. Stat.), requires that the law protect against any conflict of interesto and establish standards for the conduct of CSO board members, officers, and employees ino situations where conflicts may exist.

(2) It is hereby declared to be the policy of the state that no CSO board member, officer, oro employee shall have any interest, financial or otherwise, direct or indirect, or incur any obligationo of any nature which is in substantial conflict with the proper discharge of his or her duties for theo CSO. To implement this policy and strengthen the faith and confidence of the people in Citizeno Support Organizations, there is enacted a code of ethics setting forth standards of conduct requiredo of Paynes Creek Preservation Alliance, Inc. board members, officers, and employees in theo performance of their official duties.o

#### <u>Standards</u>

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, and rewards, 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 2018

### 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.

### (1) 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.

### (2)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.

### (3) 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.

### (4)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.

#### (5)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.

Department of the Treasury

Internal Revenue Service

B Check if applicable:

Address change Name change

Amended return

Application pending

**G** Accounting Method:

Final return/terminated

Initial return

I Website:►

Part I

1

2

3

4

5a

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С

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6

Revenue

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# Short Form

OMB No. 1545-0047

# **Return of Organization Exempt From Income Tax**

2020 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) **Open to Public** Do not enter social security numbers on this form, as it may be made public. Inspection ► Go to www.irs.gov/Form990EZ for instructions and the latest information. A For the 2020 calendar year, or tax year beginning , 2020, and ending , 20 C Name of organization D Employer identification number Paynes Creek Preservation Alliance 043595962 Number and street (or P.O. box if mail is not delivered to street address) Room/suite E Telephone number 888 Lake Branch Rd. 863-375-4717 City or town, state or province, country, and ZIP or foreign postal code F Group Exemption Bowling Green, FL. 33834 Number **>** ✓ Cash ☐ Accrual Other (specify) ► H Check ► □ if the organization is **not** https://paynescreekpreservationalliance.wildapricot.org required to attach Schedule B J Tax-exempt status (check only one) - 🔽 501(c)(3) (Form 990, 990-EZ, or 990-PF). 501(c) ( ) ◀ (insert no.) 🗌 4947(a)(1) or 527 **K** Form of organization: Corporation ✓ Association Trust Other L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets \$ Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I) ~ Check if the organization used Schedule O to respond to any question in this Part I Contributions, gifts, grants, and similar amounts received . . . . 10622.50 1 Program service revenue including government fees and contracts 2 0 3 275.00 Membership dues and assessments . . . 0 4 Investment income . . . . . . . 0 Gross amount from sale of assets other than inventory 5a 0 Less: cost or other basis and sales expenses . . . . . 5b Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a) 5c 0 Gaming and fundraising events: Gross income from gaming (attach Schedule G if greater than \$15,000) . . . . . . . . . . . . 0 6a . . . . . . 0 of contributions Gross income from fundraising events (not including \$ from fundraising events reported on line 1) (attach Schedule G if the ı.

		sum of such gross income and contributions exceeds \$15,000) 6b 0		
	c	Less: direct expenses from gaming and fundraising events 6c 0		
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	0
	7a	Gross sales of inventory, less returns and allowances		
	b	Less: cost of goods sold		
	c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c	0
	8	Other revenue (describe in Schedule O)	8	0
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	10897.50
	10	Grants and similar amounts paid (list in Schedule O)	10	0
	11	Benefits paid to or for members	11	0
Se	12	Salaries, other compensation, and employee benefits	12	0
Expenses	13	Professional fees and other payments to independent contractors	13	0
ge	14	Occupancy, rent, utilities, and maintenance	14	0
ŵ	15	Printing, publications, postage, and shipping	15	997.18
	16	Other expenses (describe in Schedule O)	16	10372.63
	17	Total expenses. Add lines 10 through 16	17	11369.81
Ś	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	(472.31)
Assets	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with		
As		end-of-year figure reported on prior year's return)	19	9383.23
Net	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
2	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	8910.92

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 10642I

Form 990-EZ (2020)

Form	990-EZ (2020)					Page <b>2</b>
Pa	rt II Balance Sheets (see the instructions t	for Part II)				
	Check if the organization used Schedule	O to respond to an	ny question in this	Part II		🔲
				(A) Beginning of year		(B) End of year
22	Cash, savings, and investments			9383.23	22	8910.92
23	Land and buildings				23	
24	Other assets (describe in Schedule O)				24	
25	Total assets				25	
26	<b>Total liabilities</b> (describe in Schedule O)				26	
27	Net assets or fund balances (line 27 of column	() 0	,		27	8910.92
Wha	t III Statement of Program Service Accom Check if the organization used Schedule t is the organization's primary exempt purpose?	O to respond to ar	ny question in this	Part III 🗌	501(d	Expenses uired for section c)(3) and 501(c)(4)
as r	cribe the organization's program service accompli- neasured by expenses. In a clear and concise m ons benefited, and other relevant information for ea	anner, describe the			orgai othei	nizations; optional for 's.)
29	(Grants \$) If this amount	includes foreign gra	nts, check here .	<u> ► □</u>	28a	
30	(Grants \$) If this amount	includes foreign gra	nts, check here .	▶ 🗌	29a	
	(Grants \$) If this amount	includes foreign gra	nts, check here .	► 🗆	30a	
31	Other program services (describe in Schedule O)					
		includes foreign gra			31a	
32					32	
Pa	t IV List of Officers, Directors, Trustees, and Key Check if the organization used Schedule					ć
	(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employe benefit plans, and	e <b>(e)</b>	
		-	(if not paid, enter -0-)	deferred compensation		
		-				
		•			_	
		•			_	
		•				
		-				

Form 99	90-EZ (2020)		Р	age 3
Part	V Other Information (Note the Schedule A and personal benefit contract statement requirements instructions for Part V.) Check if the organization used Schedule O to respond to any question in this			
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		Yes	No
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	33 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		v
b c	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O 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	35b 35c		~
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		~
37a b	Enter amount of political expenditures, direct or indirect, as described in the instructions <b>37a</b> Did the organization file Form 1120-POL for this year?	37b		~
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; <b>or</b> were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		~
b 39 a b	If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b   Section 501(c)(7) organizations. Enter: 39a   Initiation fees and capital contributions included on line 9 39a   Gross receipts, included on line 9, for public use of club facilities 39b			
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		v
С	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 41	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		~
42a	The organization's books are in care of ► Telephone no. ►			
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over 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 <b>&gt;</b>	42b	Yes	No ✓
	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 United States? . If "Yes," enter the name of the foreign country ►	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		Yes	No
h	completed instead of Form 990-EZ	44a		~
b	completed instead of Form 990-EZ	44b		~
c d	Did the organization receive any payments for indoor tanning services during the year?	44c 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		
				L

orm 99	90-EZ (2										age
										Yes	No
46		he organization engage, directly or i indidates for public office? If "Yes,"							40		
Part		Section 501(c)(3) Organization			• •		• • •	•	46		~
arı		All section 501(c)(3) organization		stions 47–49b and	d 52	and co	molete th	≏ table	es fo	or line	29
		50 and 51.			u 02	., and oc					
		Check if the organization used So	hedule O to respond	l to any question ir	n this	s Part VI					Г
			•							Yes	No
47		he organization engage in lobbying									
	-	? If "Yes," complete Schedule C, Pa						_	47		~
48		e organization a school as described							48		~
49a		he organization make any transfers	-						19a		V
b		es," was the related organization a s							l9b		
50		plete this table for the organization's over the organization over the over									аке
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	(a)	Name and title of each employee	(b) Average hours per week	(c) Reportable compensation		ontributions	to employee	(e) Esti			
			devoted to position	(Forms W-2/1099-MIS	C) be	enefit plans, compe	and deferred	other	comp	oensat	ion
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		I number of other employees paid o									+la 4
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Form <b>990-EZ</b> (20	)2(
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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. ► Attach to Form 990 or 990-EZ.

► Go to www.irs.gov/Form990 for the latest information.



Internal Revenue Service Name of the organization

Department of the Treasury

Employer identification number

Line 15:
Heartland Publication \$595.00
Monograms on Main \$173.98
Hardee Advocate. \$228.20
Total = \$ 997.18
Line 16:
Hardee Broadcasting & WAUC. \$1356.51
Wild Apricot. \$560.00
Facebook. \$134.51
Google. \$12.00
Bankcard fees. \$10.89
Supplies. \$545.15
Equipment. \$3318.99
Event (Ft. Chokonikla Reenactment) expenses. \$4240.39
Hardee Chamber of Commerce. \$100.00
Florida State Parks Foundation. \$100.00
Florida Department of Revenue. \$50.70
Florida Department of Agriculture and Consumer Services. \$650.00
Total = \$10372.63