



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2014 REPORT**

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Friends of Pensacola State Parks, Inc.

Mailing Address: 12301 Gulf Beach Hwy, Pensacola FL, 32507

Telephone Number: (850) 554-5716 Website Address (if applicable): N/A

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:

The Friends of Pensacola State Parks, Inc. is a not-for profit organization dedicated to generating support for Big Lagoon State Park, Perdido Key State Park and Tarkiln Bayou State Park. The focus of the organization is to provide assistance and seek funds for park needs. The scope of the activities include but is not restricted to: supporting the park and staff in their activities, special projects, and park operations; along with educational/interpretive programming and other activities that foster an understanding and appreciation for nature and the environment.

Brief Description of the CSO's Results Obtained:

A John Deere Gator was purchased for prescribed fire operations. A new event was started last year, Pirate Fest, and working with Perdido Chamber of Commerce the CSO was able to sell food, t-shirts and memberships to help support the parks. Our annual Christmas in the Park event was held. Two 5-K runs were sponsored by the CSO. Provide firewood for sale in the campground.

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

1. Continue to recruit new members.
2. Be involved with the Pirate Fest.
3. Hold our annual Christmas in the Park event.
4. Supply materials to rebuild a board walk in the campground.
5. Submit a grant proposal to have a floating fishing pier installed, about \$100,000.00.
6. Continue providing firewood for sale in the campground.

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 Pensacola State Parks, Inc.
CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of Pensacola State 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 112.3251, 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 Pensacola State 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 112.3251, 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

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.

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 : Friends of Pensacola State Parks, Inc.
Fiscal Year: 2012-2013
Statement of Assets & Liabilities Resulting from Cash Transactions

	Year Ended	2013	2012
Assets			
Cash:			
Checking Account		3,322.62	4,069.75
Savings Account			
Money Market Account			
Investments, at cost:			
Stocks			
Bonds			
Mutual Funds			
CDs			
Edward Jones		26,457.57	35,982.66
Wells Fargo		61,137.39	61,192.80
Inventories, at cost			
Fixed assets, at cost:			
Property			
Other			
Total Assets		<u>90,917.58</u>	<u>101,245.21</u>
Liabilities and Net Assets			
Liabilities			
Debt			
Total Liabilities		<u>-</u>	<u>-</u>
Net Assets			
Unrestricted:			
Available for operations		3,322.62	4,069.75
Designated for long term investment			
Total Unrestricted		<u>3,322.62</u>	<u>4,069.75</u>
Temporarily restricted net assets		87,594.96	97,175.46
Permanently restricted net assets		-	-
Total Restricted Assets		<u>87,594.96</u>	<u>97,175.46</u>
Total Net Assets		<u>90,917.58</u>	<u>101,245.21</u>
Total Liabilities & Net Assets		<u>90,917.58</u>	<u>101,245.21</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	2013	2012
Receipts and other support							
Contributions	104.00		104.00			104.00	4.00
Grant			-			-	
Membership dues	365.00		365.00			365.00	548.31
Fees			-			-	
Special Events & Program Revenue:			-			-	
Less expenses incurred for special events			-			-	
Net Special Events & Program Revenue	-	-	-	-	-	-	3,022.84
Non-concession sales	4,855.34		4,855.34			4,855.34	2,499.00
Concession sales			-			-	
Value of Contributed Services:							
Governmental support	4,047.02		4,047.02			4,047.02	3,997.02
Non governmental support			-			-	
Investment and dividends:							
Dividends and Interest income			-			-	17.00
Gain on sale of investments			-			-	
Other			-			-	
Net assets released from restrictions			-			-	
Total Receipts and other support	9,371.36	-	9,371.36	-	-	9,371.36	10,088.17
Disbursements							
Program services	12,754.52		12,754.52			12,754.52	
Management and general	4,047.02		4,047.02			4,047.02	19,117.12
Fundraising, ice, firewood	2,327.22		2,327.22			2,327.22	
Membership-Development	570.23		570.23			570.23	
Total Disbursements	19,698.99	-	19,698.99	-	-	19,698.99	19,117.12
Change in net assets						(10,327.63)	(9,028.95)
Net assets at beginning of year						101,245.21	110,283.16
Net assets at the end of the year						90,917.58	101,245.21

Statement of Functional Expenses

	<u>Program Services</u>			<u>Total Program Services</u>	<u>Supporting Services</u>			<u>Total Supporting Services</u>	<u>Totals</u>	
	<u>Ice</u>	<u>Firewood</u>	<u>Park Supplies</u>		<u>Management & General</u>	<u>Fundraising</u>	<u>Membership Development</u>		<u>2013</u>	<u>2012</u>
Personnel expenses										
Payroll taxes & employee benefits				-				-	-	-
Total salaries & related expense	-	-	-	-	-	-	-	-	-	-
Contracted services										
Construction & design				-				-	-	-
Landscape				-				-	-	-
Other				-				-	-	-
Total Contracted Services	-	-	-	-	-	-	-	-	-	-
Direct expenses										
Materials, supplies, equipment & rentals				-	-		570.23	570.23	570.23	1,000.06
Printing & publications				-				-	-	328.05
Park Improvements				-				-	-	-
Postage, shipping & messenger				-				-	-	-
Food, entertainment & meals				-				-	-	570.23
Purchase for re-sale	906.00	4,650.65		5,556.65	-			-	5,556.65	2,221.76
Travel				-				-	-	-
Staff support				-	2,347.02			2,347.02	2,347.02	23,407.02
Cost of park facilities				-	750.00			750.00	750.00	450.00
Cost of park revenues				-	950.00			950.00	950.00	1,200.00
Wilderness Graphics			4,000.00	4,000.00			-	-	4,000.00	-
Professional fees, trainers & demonstrators				-				-	-	11,000.00
ATV purchase			5,525.09	5,525.09				-	5,525.09	-
Telephone				-				-	-	-
Research Equipment & Supplies				-				-	-	-
Total direct expenses	906.00	4,650.65	9,525.09	15,081.74	4,047.02	-	570.23	4,617.25	19,698.99	19,117.12
Total expenses before depreciation	906.00	4,650.65	9,525.09	15,081.74	4,047.02	-	570.23	4,617.25	19,698.99	19,117.12
Depreciation				-				-	-	-
Total expenses after depreciation	906.00	4,650.65	9,525.09	15,081.74	4,047.02	-	570.23	4,617.25	19,698.99	19,117.12
Total Expenses beginning of year				-		-		-	-	-
Total Expenses end of year	906.00	4,650.65	9,525.09	15,081.74	4,047.02	-	570.23	4,617.25	19,698.99	19,117.12

Financial Statement Disclosure

(1) Organization

Friends of Pensacola State Parks, Inc. (the Friends) is a not for profit organization incorporated 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. Registration does not imply endorsement, approval or recommendations by the State.

The Friends is funded primarily from contributions made by the Friends within the state of Florida, as well as, individuals. These contributions are used to fund Park Projects.

(2) Summary of Significant Accounting Policies

(A) Basis of Accounting

The accompanying financial statements have been prepared on the cash basis.

(B) Basis of Presentation

All donations are unrestricted during the reporting year.

Unrestricted Net Assets - Define based on CSO financial guidelines. Refer to CSO Handbook.

Temporarily Restricted Net Assets - Define based on CSO financial guidelines. Refer to CSO Handbook.

Permanently Restricted Net Assets - Define based on CSO financial guidelines. Refer to CSO Handbook.

(C) Present CSO financial polices, below, are some suggestions but not an exhaustive list:

Contributed Services (volunteer Board), Functional Expenses (see SFE), Membership (dues), Contributions (small, individuals).

(3) Value of Contributed Services

A summary of contributed services from Big Lagoon State Park, Perdido Key State Park and Tarkiln Bayou State Park from March 31, 20012 to April 1, 2013 is as follows:

	Cash	
	Cost a use	
	2013	
Staff support	2,347.02	2,347.02
Park facilities	750.00	450.00
Park admission waived fees	950.00	1,200.00
	<u>\$4,047.02</u>	<u>Estimated totals</u>

The Value of Contributed Services is provided by the St. Andrews State Park, Div. of Recreation and Parks, Dept. of Environmental Protection, State of Florida staff.

The Division of Recreation and Parks operates in a cash based method therefore the provided information is provided in a cash basis.

Fiscal year 2012-2013

Name of Citizen Support Organization: Friends of Pensacola State Park, Inc.

Address: 12301 Gulf Beach Hwy.

City, State, Zip: Pensacola, Florida 32507

Estimated Volunteer Hours 216

Total Membership 9

Current list of Citizen Support Organization Board Members

<u>Name</u>	<u>Position</u>	<u>Street Address</u>	<u>City, State, Zip Code</u>	<u>Phone No.</u>	<u>Email Address</u>
Kington, Ernie	President	2032 Coral Creek Drive	Pensacola, FL 32507	(850) 554-5716	william.kington@navy.mil
Kington, Linda	Secretary	2033 Coral Creek Drive	Pensacola, FL 32506	(850) 554-5716	william.kington@navy.mil
Hoffman, Dean	Director	5440 Grande Lagoon Blvd.	Pensacola, FL 32507	(850) 235-8002	dean5440@cox.net
Miller, Gloria	Director	5610 Galvez Road	Pensacola, FL 32507	(850) 712-9212	BEACH.GLORIA@Yahoo.com

Summary of Accomplishments

- Friends bought the park a new ATV for park projects
- Sponsored a luau at the Governors pavilion with the Perdido Key chamber to spark some new interest
- Held the annual Christmas in the park event with record attendance
- Had annual fun run
- Held a second run
- Paid a deposit with wilderness graphics for signs to be made for all three parks and the main gate offices
- Distributed CSO brochures to rental agencies, hotels, chamber, and other outlets

Summary of Goals for the Upcoming Year

- Looking at buying a mule (ATV)
- Expand CSO sponsored programs