



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2014 REPORT**

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Friends of Savannas Preserve State Park, Inc.

Mailing Address: 2541 Walton Road Port St. Lucie, Florida 34952

Telephone Number: (772) 398-2779 Website Address: www.friendsofsavannas.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 support the mission of the Florida Park Service and assist in ensuring Savannas Preserve State Park is providing a great public service to the visitors and residents of Florida.

Brief Description of the CSO's Results Obtained:

The CSO has maintained a culture of education and a balance of resource management. Providing for over 100 educational programs, three special events, as well as a summer camp with part-time employees. Our Canoe & Kayaking, Shade House, and Gift Shop Committees have generated the revenue to support many park activities. The 'Can-Do' Committee has worked on projects that in many cases would have resulted in large expenditures had other avenues been pursued. These benefits to the public would not be possible without the support of these groups of dedicated volunteers. The "Junior Friends" is growing to a point where we have had to spread them into the park more, establishing guidelines and leadership for field projects such as trail rerouting and marking, exotic control, and facility maintenance.

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

Board Members will continue to meet monthly on accomplishments and needs; reflect on areas of need and how best to accomplish these tasks. Work with park management on financial needs, grants, and other funding opportunities. Develop a rewards program for membership fees. Work on CSO separation in order to create an organized system for dues, hours, business plan, etc. The CSO will continue to work with the community to ensure residents are aware of the unique role the Savannas Preserve State Park plays in protecting our fragile ecosystems.

- X Copy of the CSO's Code of Ethics attached (Model provided; see CSO 2014 instructions)**
- X 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 – June 2014

FRIENDS OF SAVANNAS PRESERVE STATE PARK, INC. CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of Savannas Preserve State Park, 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 Savannas Preserve State Park, 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 – 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.

A copy of this CSO Code of Ethics will be presented to the Friends of the Savannas Preserve State Park, Inc. board of directors at the August 2014 meeting for review and approval.

Organization's Name : Friends of Savannas Preserve State Park, Inc.

Fiscal Year: 2013

Statement of Assets & Liabilities Resulting from Cash Transactions

	Year Ended	2013	2012
Assets			
Cash:			
Checking Account		15,034.00	11,619.00
Credit Card Processing Account		1,313.00	
Savings Account			
Money Market Account			
Investments, at cost: (Note 3)			
Stocks			
Bonds			
Mutual Funds			
CDs			
Inventories, at cost		3,898.00	8,271.00
Fixed assets, at cost:			
Property		13,731.00	13,929.00
Other			
Total Assets		<u>33,976.00</u>	<u>33,819.00</u>
Liabilities and Net Assets			
Liabilities			
Debt			
Total Liabilities		<u>0.00</u>	<u>0.00</u>
Net Assets			
Unrestricted:			
Available for operations		33,976.00	33,819.00
Designated for long term investment			
Total Unrestricted		<u>33,976.00</u>	<u>33,819.00</u>
Temporarily restricted net assets			
Permanently restricted net assets			
Total Restricted Assets		<u>0.00</u>	<u>0.00</u>
Total Net Assets		<u>33,976.00</u>	<u>33,819.00</u>
Total Liabilities & Net Assets		<u>33,976.00</u>	<u>33,819.00</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	360.00		360.00			360.00	643.00
Grant	1,000.00			1,000.00		1,000.00	0.00
Membership dues	135.00		135.00			135.00	485.00
Fees	192.00		192.00			192.00	563.00
Special Events & Program Revenue:	11,039.00		11,039.00			11,039.00	10,054.00
Less expenses incurred for special events			0.00			0.00	0.00
Net Special Events & Program Revenue	11,039.00	0.00	11,039.00	0.00	0.00	11,039.00	10,054.00
Non-concession sales			0.00			0.00	0.00
Concession sales	6,201.00		6,201.00			6,201.00	5,570.00
Value of Contributed Services:						0.00	0.00
Governmental support	10,500.00		10,500.00			10,500.00	9,064.00
Non governmental support			0.00			0.00	0.00
Investment and dividends:						0.00	0.00
Dividends and Interest income			0.00			0.00	0.00
Gain on sale of investments			0.00			0.00	0.00
Other	414.00		414.00			414.00	225.00
Net assets released from restrictions			0.00			0.00	0.00
Total Receipts and other support	29,841.00	0.00	28,841.00	1,000.00	0.00	29,841.00	26,604.00
Disbursements							
Program services	7,945.00		7,945.00			7,945.00	13,972.00
Management and general	5,067.00		5,067.00			5,067.00	2,398.00
Fundraising	2,328.00		2,328.00			2,328.00	3,568.00
Membership-Development	585.00		585.00			585.00	1,093.00
Total Disbursements	15,925.00	0.00	15,925.00	0.00	0.00	15,925.00	21,031.00
Change in net assets	-1,858.00	0.00	-1,858.00	1,000.00	0.00	-858.00	-1,858.00
Net assets at beginning of year	28,844.00		28,844.00			28,844.00	28,844.00
Net assets at the end of the year	26,986.00		26,986.00			26,986.00	26,986.00

Statement of Functional Expenses

Program Services	Total Program Services	Supporting Services			Total Supporting Services	Totals		
		Management & General	Fundraising	Membership Development		2013	2012	
Personnel expenses								
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
Contracted services								
Construction & design	\$1,300.00	\$1,300.00			\$0.00	\$1,300.00	\$0.00	\$0.00
Landscape		\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Other			\$3,159.00		\$3,159.00	\$3,159.00		
Total Contracted Services	\$1,300.00	\$1,300.00	\$3,159.00	\$0.00	\$0.00	\$3,159.00	\$4,459.00	\$0.00
Direct expenses								
Materials, supplies, equipment & rentals	\$4,673.00	\$4,673.00			\$0.00	\$4,673.00	\$7,669.00	
Printing & publications		\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Conferences, conventions & meetings		\$0.00			\$585.00	\$585.00	\$585.00	\$465.00
Postage, shipping & messenger		\$0.00			\$0.00	\$0.00	\$0.00	\$9.00
Food, entertainment & meals	\$541.00	\$541.00	\$50.00		\$50.00	\$591.00	\$385.00	
Purchase for re-sale		\$0.00		\$1,828.00	\$1,828.00	\$1,828.00	\$4,417.00	
Travel		\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Repairs & equipment maintenance		\$0.00	\$684.00		\$684.00	\$684.00	\$0.00	
Insurance		\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Rent, utilities, internet	\$1,000.00	\$1,000.00	\$260.00		\$260.00	\$1,260.00	\$1,305.00	
Advertising		\$0.00			\$0.00	\$0.00	\$375.00	
Professional fees, trainers & demonstrators	\$277.00	\$277.00			\$0.00	\$277.00	\$490.00	
Office expenses		\$0.00	\$481.00		\$481.00	\$481.00	\$136.00	
Sales Tax			\$383.00		\$383.00	\$383.00	\$385.00	
Charge Card Processing Fees			\$654.00		\$654.00	\$654.00		
Miscellaneous		\$0.00	\$50.00		\$50.00	\$50.00	\$125.00	
Total direct expenses	\$7,791.00	\$7,791.00	\$5,721.00	\$1,828.00	\$585.00	\$8,134.00	\$15,925.00	\$15,761.00
Total expenses before depreciation	\$9,091.00	\$9,091.00	\$8,880.00	\$1,828.00	\$585.00	\$11,293.00	\$20,384.00	\$15,761.00
Depreciation		\$0.00			\$0.00	\$0.00	\$1,151.00	\$1,299.00
Total expenses after depreciation	\$9,091.00	\$9,091.00	\$8,880.00	\$1,828.00	\$585.00	\$11,293.00	\$19,233.00	\$14,462.00
Total Expenses beginning of year	\$13,052.00	\$13,052.00	\$2,398.00	\$3,568.00	\$10,936.00	\$7,059.00		\$16,132.00
Total Expenses end of year	\$9,091.00	\$9,091.00	\$8,880.00	\$1,828.00	\$585.00	\$11,293.00	\$19,233.00	\$14,462.00

Financial Statement Disclosure For Friends of Savannas Preserve State Park, Inc.

(1) Organization

Friends of Savannas Preserve State Park, Inc., 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. The Friends is funded primarily from contributions made by the public within the state of Florida, as well as programs provided to the public and membership dues. These contributions are used to fund visitor services and public education.

(2) Summary of Significant Accounting Policies

(A) Basis of Accounting

The accompanying financial statements have been prepared using the cash basis of accounting. Under this method, revenues are recognized when collected rather than when earned, and, expenses, generally, are recognized 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. All depreciation is straight line.

(B) 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 and changes thereto are classified and reported as follows:

Unrestricted Net Assets are assets that are not subject to donor-imposed or legal stipulations.

Temporarily Restricted Assets are assets which have a condition or restriction of either time or purpose set by the donor, granting agent or Board of Directors.

Permanently Restricted Net Assets are assets which have been restricted permanently or in perpetuity by the donor or Board of Directors.

(C) Contributions. Contributions are recorded as made and are available for unrestricted use unless specifically restricted by the donor.

(D) Functional Allocation of Expenses: The cost of providing the various programs and supporting services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefitting. Gift Shop expenses are listed under the category of fund raising.

(3) **Investments:** None.

(Continued)

Financial Statement Disclosure (Continued)

(4) Fixed Assets: List Attached

(5) Net Assets: Current net assets are primarily cash, inventory for resale, and the fixed assets.

(a) Temporarily Restricted Net Assets: None (Committed during 2013)

(b) Permanently Restricted Net Assets: None

(6) Commitments and Contingencies: None

(7) Related Party Transactions: None

(8) Partnerships in Parks: None

(9) Value of Contributed Services

Staff Support, includes the time management spent at CSO functions and activities, and park staff support of special events.

The Cost of Park Facilities which are normally rented for functions are provided at no cost to the CSO

The costs of Park Revenue includes park admission fees waived for special events primarily hosted by the CSO. There are no admission fees to the Park Education Center; however, fees are collected by the CSO for some special events and use of the canoe launch.

The value of government contributed services was \$10,500 for 2013. Explanation Attached

(10) Admendments to the CSO Agreement: None

(11) Merger: None

4 Attachments

1. List of Board Members
2. Summary of Accomplishments and Goals
3. List of Fixed Assets
4. Explanation of Government Support

Financial Statement Disclosure: Fixed Assets

(4) Fixed Assets: A summary of fixed assets as of December 31, 2013 follows:

Item	Purchase Date	Original Cost	Fair Value	Estimated Useful Life in Years
2-way Radios	4/23/2004	120	0	5
Computer	7/14/2004	805	0	5
Canoe Paddles	8/14/2004	117	0	5
Flyer Rack	12/14/2004	361	0	7
Canoe	1/2/2005	175	20	5
Canoe	4/1/2005	323	20	5
Display Case	5/31/2005	167	0	7
Display Drawers	9/16/2005	434	25	7
Kayak	5/21/2006	390	40	5
Animal Pelt Rack	6/1/2006	125	25	7
Canoe Paddles	4/28/2006	112	20	5
Culdron	12/16/2006	300	50	7
7 Kayak Paddles	1/7/2007	310	50	5
Television Set	5/9/2008	1000	200	5
DVD Player	5/13/2008	300	50	5
Laptop Computer	5/13/2008	528	150	5
Water Drop Display	7/14/2009	850	45	7
Hawk's Bluff Signage	8/2/2009	352	200	7
Box Turtle Exhibit	1/9/2009	164	50	7
Infocus Projector	6/5/2009	959	500	5
Laptop Computer	4/19/2010	786	400	5
Video Camera	8/21/2010	274	150	5
Fish Tank	1/30/2010	136	75	7
Digital Camera	8/27/2010	135	65	5
Quickbooks Software	4/30/2010	128	25	3
composter	8/27/2010	235	75	5
Life Vests (PFD)	3/5/2011	500	300	5
Life Vests (PFD)	3/5/2012	500	350	5
Ice Maker	1/5/2012	1199	900	5
DVD Player	4/15/2012	375	275	5
Projector	12/20/2012	993	875	5
HP Printer/FAX	06/06/2013	150	135	5
PA System	07/01/2013	189	170	5
four oars	09/01/2013	239	220	5
Totals		13731	5460	
Less accumulated deprecitation:		7173		
total Fixed Asset Value		5460		

Attachment 3

Savannas Preserve State Park
9551 Gumbo Limbo Lane
Jensen Beach, FL 34957

This Value of Contributed Services is provided by the staff of Savannas Preserve State Park, Division of Recreation and Parks, Department of Environmental Protection. The Division of Recreation and Parks operates on a cash-based method of accounting.

A summary of contributed services from Savannas Preserve State Park for the period of January 1, 2013 through December 31, 2013 is as follows:

Staff Support: Administrative support, meetings, work days, event planning and participation, off site event support.

The park contributed a total of \$ 10,500.00 in staff support services to the Friends of Savannas Preserve State Park. (Park staff to include: Park Manager, Park Services Specialist, Park Rangers FTE and OPS)

Breakdown:

Program Services	\$ 8,000.00
Management & General Support	\$ 2,500.00

Total	\$ 10,500.00

Florida Department of State

Division of Corporations



Please print and return this page, along with your check or money order, to the Division of Corporations

2014 Annual Report Payment Voucher

Name of Entity: FRIENDS OF SAVANNAS PRESERVE STATE
PARK INC

For Office Use Only

Document Number: N29269

Tracking Number: CC2878970398

Election Contribution: No

Certificate of Status: No

Total Amount Due: \$61.25

- Please make check, or money order payable to: *Florida Department of State*
- Remove the check stub, if applicable
- Staple check in the top left hand corner of this voucher
- *Mail to: Division of Corporations, P.O. Box 6198, Tallahassee, FL 32314*

**This voucher and your check must be received and processed by the
Division of Corporations by May 1. If not received by May 1, the
voucher will be cancelled.**

Daytime telephone number for possible processing questions: