



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION  
2014 REPORT**

**IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194**

Citizen Support Organization (CSO) Name: Friends of St. Andrews State Park, Inc.

Mailing Address: 5401 State Park Circle Panama City, FL 32408

Telephone Number: 850.238.5191/615.838.4055 Website Address (if applicable): [www.friendsofstandrews.org](http://www.friendsofstandrews.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:**

The Friends of St. Andrews State Park, Inc. is a private, non-profit, Citizen Support Organization dedicated to the purpose of assisting and supporting the operation of the St. Andrews State Park through fund raising and volunteer support of the park's current and future programs.

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

- Providing support in the park for the Gulf Coast and Ironman Triathlons and three new 5k races
- Supporting National Public Lands Day and Earth Day
- Supporting the park general maintenance projects by supplementing the park's budget with the purchase of materials to accomplish the remodeling construction of the old Visitors Center, remodeling of the campfire circle, new interpretive equipment, large park map information kiosk, and staff and volunteer appreciation events
- Support for the recycling program in the park.

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

The objective of Friends is to support the unit management plan of the St. Andrews State Park. To achieve this, Friends will:

- Conduct Beach Clean-up Day, Earth Day, National Public Lands Day
- Provide volunteers to support existing programs, including protection of wildlife and interpretive and monitoring.
- Participate on various Special Events involving Resource Management in the local area
- Hold quarterly Luncheons to recognize Park Volunteers
- Add a shorebird display to the Environmental Interpretive Center
- Sponsor events inside and outside the park to recruit and educate public about the park
- Apply for grants that support the DRP mission
- Renovate the Turpentine Still and display
- Develop and implement enhancements to existing programs
- Develop and implement new programs including environmental enhancement programs such as dune restoration, reforestation and vegetation in conjunction with the unit management plan for the Park
- Seek additional funds to augment the preexisting funding in order to maintain, enhance, and expand the Park's services to the public and support the park in protecting the natural and cultural resources

**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 ST. ANDREWS STATE PARK, INC.**

## **CODE OF ETHICS**

### **PREAMBLE**

- (1) It is essential to the proper conduct and operation of Friends of St. Andrews 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 St. Andrews 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.

#### **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 St. Andrews State Park, Inc.**  
**Fiscal Year: 2013**  
**Statement of Assets & Liabilities Resulting from Cash Transactions**

	Year Ended	2,013	2012
<b>Assets</b>			
Cash:			
Checking Account		67,013	33,819
Savings Account		43,727	66,946
Money Market Account			
Investments, at cost:			
Stocks			
Bonds			
Mutual Funds			
CDs			
Inventories, at cost			
Fixed assets, at cost:			
Property			
Other			
Total Assets		<u>110,740</u>	<u>100,765</u>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Debt			
Total Liabilities		<u>0</u>	<u>0</u>
<b>Net Assets</b>			
Unrestricted:			
Available for operations		110,740	100,765
Designated for long term investment		0	0
Total Unrestricted		<u>110,740</u>	<u>100,765</u>
Temporarily restricted net assets		0	0
Permanently restricted net assets		0	0
Total Restricted Assets		<u>0</u>	<u>0</u>
Total Net Assets		<u>110,740</u>	<u>100,765</u>
<b>Total Liabilities &amp; Net Assets</b>		<b><u>110,740</u></b>	<b><u>100,765</u></b>

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

	Unrestricted net assets			Totals		
	Operations	Designated for long term investment	Total Temporarily unrestricted net assets	Permanently restricted net assets	2013	2012
<b>Receipts and other support</b>						
Contributions	80.01		80.01		80.01	0.00
Grant	1,000.00		1,000.00		1,000.00	0.00
Membership dues	1,797.67		1,797.67		1,797.67	1,330.00
Fees			0.00		0.00	0.00
Special Events & Program Revenue:	9,500.00		9,500.00		8,000.00	4,637.63
Less expenses incurred for special events						
Net Special Events & Program Reven	9,500.00		9,500.00		9,500.00	4,637.63
Non-concession sales (Recycling)	1,778.90		1,778.90		1,783.70	806.63
Concession sales (t-shirts & plant sales)	5.00		5.00		5.00	0.00
Value of Contributed Services:						
Governmental support	12,544.89		12,544.89		0.00	11,287.79
Non governmental support			0.00		0.00	0.00
Investment and dividends:						
Dividends and Interest income	75.60		75.60		75.60	90.69
Gain on sale of investments			0.00		0.00	0.00
Other	63.11		63.11		63.11	0.00
Net assets released from restrictions			0.00		0.00	0.00
<b>Total Receipts and other support</b>	<b>26,845.18</b>	<b>0.00</b>	<b>26,845.18</b>	<b>0.00</b>	<b>26,845.18</b>	<b>18,152.74</b>
<b>Disbursements</b>						
Program services	3,368.01		3,368.01		3,368.01	12,556.88
Management and general	13,415.31		13,415.31		13,415.31	11,850.47
Fundraising	0.00		0.00		0.00	0.00
Membership-Development	86.32		86.32		86.32	145.24
Total Disbursements	16,869.64	0.00	16,869.64	0.00	16,869.64	24,552.59
<b>Change in net assets</b>	<b>9,975.54</b>	<b>0.00</b>	<b>9,975.54</b>	<b>0.00</b>	<b>9,975.54</b>	<b>-6,399.85</b>
<b>Net assets at beginning of year</b>		<b>0.00</b>			<b>100,764.53</b>	<b>107,164.38</b>
<b>Net assets at the end of the year</b>					<b>110,740.07</b>	<b>100,764.53</b>



## Financial Statement Disclosure

### (1) Organization

Friends of St. Andrews State Park, 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 of St. Andrews State Park, Inc. 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 modified 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 policies, 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 St. Andrews State Park at January 1, 2013 to December 31, 2013 is as follows:

Cash	2013	2012
Cost a use		
Staff support	2,744.89	1,687.79
Park facilities	7,200.00	7,200.00
Park admission waived fees	2,600.00	2,400.00
	<u>\$12,544.89</u>	<u>\$11,287.79</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.

### (4) Grants

Friends of Florida State Parks Grant for The surfers Boardwalk was started in August 2012 and completed in Spring 2013. Material was purchased from Frank's Cash and Carry for the quote number 00027581 in the amount amount of \$8113.13 dated August 14, 2013. Material was paid for by check no1126 dated August 12,2012. Grant amount of \$1000.00 was deposited on March 5, 2013 at Hancock Bank..

**Statement of Accomplishments and Goals**

**Fiscal year** 2013

**Name of Citizen Support Organization** Friends of St. Andrews State Park, Inc.

**Address** 5401 State Park Circle

**City, State, Zip** Panama City, Florida 32408

**Estimated Volunteer Hours** 440.25      **Total Membership** 107

**List of Citizen Support Organization Board Members.**

NAME	POSITION	ADDRESS	PHONE	EMAIL
Jim Watts	President	P.O. Box 27574 Panama City, FL 32411	850.234.2812	<a href="mailto:gw1020@comcast.net">gw1020@comcast.net</a>
Larry Abnerthy	Co-president	1106 W Beach Dr Panama City, FL 32401	850-215-8080	<a href="mailto:haywire@knology.net">haywire@knology.net</a>
Anne Ake	Vice-president	604 E 6th Street Lynn Haven, FL 32444	850254-6879	<a href="mailto:aake@comcast.net">aake@comcast.net</a>
Dick Rowe	Treasurer	3631 Courtney Drive Panama City Beach, FL 32408	850-234-8831	<a href="mailto:rowes@netpenny.net">rowes@netpenny.net</a>
Vivian Steele	Co-treasurer	120 Raze Way Panama City Beach, FL 32408	850-230-1600	<a href="mailto:vivianmck@bellsouth.net">vivianmck@bellsouth.net</a>
Lynne Siegfried	Recording Secretary	644 Florida Ave, Unit D Panama City32401		<a href="mailto:siegfried40@yahoo.com">siegfried40@yahoo.com</a>
Betty Ezzell	Membership Secretary	233 Beachwood Ln Panama City Beach, FL 32408	850-624-9858	<a href="mailto:betty.ezell@yahoo.com">betty.ezell@yahoo.com</a>
Judy Rowe	Membership Secretary	3631 Courtney Dr Panama City Beach, FL 32408	850-234-8831	<a href="mailto:rowes@netpenny.net">rowes@netpenny.net</a>
Nat Drace	Member At-Large	3635 E O'Henry Dr Panama City Beach, FL 32408	850-239-5191	<a href="mailto:seagnat@aol.com">seagnat@aol.com</a>

**Summary of accomplishments**

(Accomplishments based on previous year's goals: short term and long term)

- Assisted with directing the runners of the Gulf Coast Triathlon run
- Assisted with directing the runners of the Ironman run
- Assisted with directing the Kohls sponsorship and work day
- Painted the park map and constructed the outdoor display fixture
- Helped with International Coastal cleanup
- Assisted with National Public Lands Day
- Increased membership
- Recycled aluminum cans
- Recycled aluminum scrap and copper
- Major repairs to the Men's Restroom
- Purchased Newsletter computer software

Continued



**Summary of accomplishments**

- Purchased new DVD player for EIC's large screen TV
- Painted the Friends Exterior Building
- Replaced exterior siding on Friends Building
- Installed motion light detectors on front of Friends Bldg
- Painted Friends Bldg Furniture and cabinets
- Reupholstered chairs in Friends Building
- Purchased new safety vests for directing traffic and runners
- Purchased new Air Conditioner for Friends Bldgs Office
- Maintained Monthly Board Meetings
- Had several cookouts to encourage work day participation
- Went to Wakulla State Park Voluntary Appreciation Day
- Participated in Earth Day in Panama City
- Hosted Christmas Party for Park Staff, Camp Hosts and Friends members

**Summary of goals for the upcoming year**

(Goals based on reporting year's accomplishments and identified short and long term goals)

- Continue our campaign for new members
- Complete Park Map and outdoor display fixture
- Continue our aluminum can and recycling program
- Work the Triathlon and Ironman runs again
- Assist in Kohl's Sponsorship and work day
- Help with Coastal Cleanup again
- Acquire Comcast Sponsorship
- Investigate the possibility on saving and restoring the Turpentine Still
- Host Ann Ake's Turtle Book Signing
- Obtain grant for the Underwater Creatures of the Jetties Book
- Maintain Monthly Board Meetings
- Participate in Earth Day in Panama City
- Host a chile supper with camp fire and story telling
- Finish Men's Restroom renovation
- Renovate Ladies Restroom
- Host Christmas annual Christmas Party
- Attend volunteer appreciation program at Torreya State Park
- Develop EIC Bldg Greeters during busy times