



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

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

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

Telephone Number: Park Number 850-708-6100

Website Address (*required if applicable*): www.friendsofstandrews.org

Check to confirm your Code of Ethics is posted conspicuously on your website.

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: *Consistent with your Articles and Bylaws*

The mission of the Friends of St. Andrews State Park, Inc., is to support the park by volunteering, encouraging community engagement, providing interpretive and educational material/programs, hosting events, and offering financial support for specific park projects.

Describe Last Calendar Year's Results Obtained: *Brag!* List or discuss the past calendar year's accomplishments and contributions. Cite specific support from last calendar year's Annual Program Plan.

- Planned the year's calendar of events in January
- Hosted a "Paint Party and Clean Up Day" for the Friends building Jan. 25. Had about 25 volunteers from members and members of the community
- Had a presentation on Florida Black Bears – about 30 people attended
- Made a Board decision to raise funds to replace the children's playground
- Revised and printed our membership brochure
- Active presence on social media
- Sold a donated car with funds going toward the playground project
- Continued our aluminum can recycling program and increased publicity about it in the community
- Received \$5462.64 in various donations sent or PayPal, including memorials
- Provided financial support to move a camper trailer to the park for park staff
- Provided financial support for a concrete saw
- Due to the Pandemic, plans were significantly affected from March until October. Started virtual board meetings in October

Describe the CSO's Plans for the Next Three Calendar Years:

- Continue to support park and community efforts of maintaining public lands by participating in beach clean up days
- Continue to develop and support interpretive activities
- Complete the goal to replace the children's playground and other visitor enhancements
- Continue fundraising, membership drive activities, and to increase CSO presence in the community
- Support the park's goals and objectives related to the current Unit Management Plan
- Support improvements to the park's infrastructure and maintenance activities by supplementing the park's budget
- Continue speaker presentations to promote membership contact

CSO's LAST CALENDAR YEAR STATISTICS:

Total Number of CSO General Membership: 220

Total Number of Board of Directors: 9

**Total Volunteer Hours for the Board of Directors (*Hours from VSys. Work with your parks' volunteer manager*):
1,654.35 hours**

PARK & CSO RELATIONSHIP:

Keep the summary simple. Save time. Don't duplicate by describing accomplishments and contributions in the summary. Brag in the above Results Obtained. Describe the relationship here.

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

Provide your perspective on

- *Changing developments of the park provided by the CSO.*
- *Effectiveness of the organization in fulfilling their purpose to support the park(s).*
- *Effectiveness of the Board of Directors in completing their Annual Program Plan.*
- *The relationship between the park and CSO What went well? Are there areas of improvement?*

The Friends of St. Andrews State Park continue to play a vital role in support of the park. This past year, they have been active in pursuing several grants for the construction of a children's playground which was a need identified by the park. They work effectively with the park management and staff as well as the community. While COVID-19 presented many challenges, the Board of Directors were able to remain focused on completing their Annual Program Plan.

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

Provide your perspective on the relationship between the park and CSO. What went well? Are there areas of improvement?

Outstanding support from park management and staff. Outstanding communication and relationships. There is a real sense of cooperation and mutual goals.

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

Program Service Expenses are costs related to providing your organization's programs or services in accordance with your mission. For CSO's provide expenses that directly support the park(s). For established nonprofit organizations, program service expenses generally represent most of the overall expense of the organization. For the last calendar year provide totals \$ for each that apply.

| | |
|--|------------|
| Building improvement, construction or renovations | \$ |
| Cultural resources (e.g., historic structure restoration/ renovation) | \$ |
| Natural resources (e.g., native plants, natural lands restoration) | \$ |
| Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws) | \$ 107.07 |
| Other facilities and landscape maintenance | \$ |
| Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.) | \$ 208.00 |
| Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.) | \$ |
| Park employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition) | \$ |
| Big ticket visitor center exhibits or interpretation updates | \$ 2771.00 |
| Park exhibits, displays, signage | \$ |
| Park publications, brochures, maps, etc. | \$ 474.00 |
| Programing/interpretation support material purchases | \$ 340.32 |

Other program services \$ 363.69
Total Program Service Expenses \$ 4264.08

Total Operating Expenses (Overhead including fees, memberships, postage, rent, utilities, etc.) \$ 4541.68



Visitor Services Revenue

Park gift shops, craft stores and concession sales \$
 Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.) \$
 Programs and Special Events (e.g., fundraising workshops, seasonal events, concerts, etc.) \$
 Vending (e.g., drink machines, penny press, laundry, Wifi, etc.) \$
 Rentals (e.g., bikes, canoe, kayak, SUPs, etc.) \$
 In-park donation boxes \$ 1,092.47
 Other visitor services revenue \$ 2,436.70
Total Visitor Services Revenue \$ 3529.17
Net Assets \$101,014.42

CSO AUDIT:

Total of Last Calendar Year's Expenses (including grants) \$ 4,170.68

Section 215.981(2), Florida Statute requires an independent CPA audit using Government Audit Standards ([U.S. GAO Yellow Book](#)) 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 is complete to the best of my knowledge pursuant to | |
|---------------|--------------------------|--|--------------|
| Title | Name | Signature | Date |
| CSO President | Parry J. Knauss |  | May 30, 2021 |
| Park Manager | Scott D. Robinson |  | May 30, 2021 |

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.

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.



Confirmation

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e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** FRIENDS OF ST ANDREWS STATE PARK INC
- **EIN:** 593058058
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520211124546549
- **Filing Status Date:** 04-22-2021
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

[MANAGE FORM 990-N SUBMISSIONS](#)

