



Florida Department of Environmental Protection
CITIZEN SUPPORT ORGANIZATION ANNUAL REPORT

Required Signatures: No Signature

Year: 2017

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

Mailing Address: 12157 Heckscher Dr, Jacksonville, FL 32226

Telephone Number: 904-277-4352 Website Address (if applicable): www.talbotislands.com

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 seven parks that make up Talbot Islands State Parks financially and with volunteer efforts.



**Florida Department of Environmental Protection
CITIZEN SUPPORT ORGANIZATION ANNUAL REPORT**

Brief Description of the CSO's Results Obtained:

The Friends had a much improved year in 2017. We were able to fully support the funding requests of the Park and to stabilize Board membership and increase our general membership by nearly 60%. Park requests included the beautification of the entrance to Little Talbot Island, repairs to a plotter printer, staff development, and volunteer support. The Board also approved a request to fund an archaeological project carried out by the University of North Florida on Big Talbot Island. These sites are expected to be lost to road building and shore erosion over the next few years. The project will be completed in 2018 with a report issued mid-year. An opportunity arose mid-year to accept a donation and match it - the result was a new ATV for the turtle monitoring program. The Board added the sale of ice to its revenue stream in an effort to raise more funds for Park support.

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

1. Maintain past membership and grow new members.
2. Add 2 new members to the Board of Directors, at a minimum.
3. Fully fund park support requests.
4. Grow revenue through donations and other sources.
5. Continue to develop collaboration efforts with Timucuan Parks Foundation and other similarly-minded organizations.
6. Develop a fund-raising event to be held annually.

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

PREAMBLE

(1) It is essential to the proper conduct and operation of Friends of Talbot Islands State Parks (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 insubstantial 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 Talbot Islands State Parks 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.

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.

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.

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.

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.

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.

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.

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.

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.

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

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2017

Open to Public Inspection

A For the 2017 Calendar year, or tax year beginning 2017-01-01 and ending 2017-12-31

B Check if available

 Terminated for Business Gross receipts are normally \$50,000 or lessC Name of Organization: FRIENDS OF TALBOT ISLANDSSTATE PARKS INC12157 Heckscher Drive,
Jacksonville, FL, US, 32226

D Employee Identification

Number 59-3467037

E Website:

www.talbotislands.comF Name of Principal Officer: Margaret BellucciPO Box 16982, FERNANDINA
BEACH, FL, US, 32035

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Return of Organization Exempt From Income Tax

2017

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Open to Public Inspection

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury Internal Revenue Service

A For the 2017 calendar year, or tax year beginning, 2017, and ending, 20

B Check if applicable: Address change, Name change, Initial return, Final return/terminated, Amended return, Application pending. C Name of organization: Friends of Talbot Islands State Parks, Inc. D Employer identification number: 593467037. E Telephone number: 904-277-4352. F Group Exemption Number: na.

G Accounting Method: [X] Cash [] Accrual [] Other (specify) H Check [X] if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: J Tax-exempt status (check only one) - [X] 501(c)(3) [] 501(c) () (insert no.) [] 4947(a)(1) or [] 527

K Form of organization: [X] Corporation [] Trust [] Association [] 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 (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ \$ 11,641

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I) [X] Check if the organization used Schedule O to respond to any question in this Part I [X]

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I) [X] Check if the organization used Schedule O to respond to any question in this Part I [X]

Table with 21 rows and 4 columns. Rows 1-9: Revenue. Rows 10-17: Expenses. Rows 18-21: Net Assets. Total revenue: 11,641. Total expenses: 22,174. Net assets at end of year: 34,486.

Part II Balance Sheets (see the instructions for Part II)
 Check if the organization used Schedule O to respond to any question in this Part II

		(A) Beginning of year	(B) End of year	
22	Cash, savings, and investments	45,019	22	34,486
23	Land and buildings		23	
24	Other assets (describe in Schedule O)		24	
25	Total assets	45,019	25	34,486
26	Total liabilities (describe in Schedule O)		26	
27	Net assets or fund balances (line 27 of column (B) must agree with line 21)	45,019	27	34,486

Part III Statement of Program Service Accomplishments (see the instructions for Part III)
 Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? To provide financial and volunteer support for TISPs.
 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
 (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28	Interpretation and outreach: provided grant for archaeological research and funded repairs to plotter to enable on-site printing of interpretive materials			
	(Grants \$ <u>1,925</u>) If this amount includes foreign grants, check here <input type="checkbox"/>	28a		2,392
29	Park projects: provided funds to purchase an ATV for turtle patrols on beach; provided funds to beautify the entrance to Little Talbot Island State Park			
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a		17,231
30	Volunteer appreciation and staff support: provided funds for thank you event for volunteers and provided funds for wildlife guides and staff professional development			
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a		
31	Other program services (describe in Schedule O)			
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a		1,523
32	Total program service expenses (add lines 28a through 31a)		32	21,146

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)
 Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Margaret Bellucci President	10	-0-	-0-	-0-
Elizabeth Guthrie Secretary	5	-0-	-0-	-0-
Leslie Wheeler Treasurer	2	-0-	-0-	-0-
Sherri Hair Director	5	-0-	-0-	-0-

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

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
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.
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)?
35b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O
35c 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?
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year?
37a Enter amount of political expenditures, direct or indirect, as described in the instructions
37b Did the organization file Form 1120-POL for this year?
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?
38b If "Yes," complete Schedule L, Part II and enter the total amount involved
39 Section 501(c)(7) organizations. Enter:
39a Initiation fees and capital contributions included on line 9
39b Gross receipts, included on line 9, for public use of club facilities
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:
40b 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?
40c 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
40d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization
40e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?
41 List the states with which a copy of this return is filed
42a The organization's books are in care of
42b 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)?
42c At any time during the calendar year, did the organization maintain an office outside the United States?
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041
44a Did the organization maintain any donor advised funds during the year?
44b Did the organization operate one or more hospital facilities during the year?
44c Did the organization receive any payments for indoor tanning services during the year?
44d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments?
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)?

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	<input checked="" type="checkbox"/>

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47	<input checked="" type="checkbox"/>
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	<input checked="" type="checkbox"/>
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	<input checked="" type="checkbox"/>
b If "Yes," was the related organization a section 527 organization?	49b	<input type="checkbox"/>

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000 ▶ **None**

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ **Yes** **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	▶ Signature of officer	Date
	▶ Pro Forma return for Annual Report purposes only Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no.			

May the IRS discuss this return with the preparer shown above? See instructions ▶ **Yes** **No**

**SCHEDULE O
(Form 990 or 990-EZ)**

Department of the Treasury
Internal Revenue Service

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.

OMB No. 1545-0047

2017

**Open to Public
Inspection**

Name of the organization

Friends of Talbot Islands State Parks, Inc

Employer identification number

59-3467037

Part I, Line 16, Other expenses:

Board insurance - \$200; Deposit for ice machine - \$150; Misc - \$122; Marketing - \$323; Advertising - \$40 = \$835

The Friends of Talbot Islands State Parks
Budget - Revenue and Expense
Period: Jan 1, 2017 to December 31, 2017
Actual for period ended:

	Budget for y/e 12/31/17	For period end 12/31/17	% of Budget Realized
Revenue			
Donations	\$ 50	5,439	
Donations - Turtle Program		95	
Program Income – Membership Dues	500	445	
Sales (incl Metal Recycling) & other	500	717	
Sales - Ice		2,631	
Sales - Firewood	15,000	12,033	80%
Interest income		4	
Total Revenue	<u>16,050</u>	<u>21,364</u>	
Cost of Goods Sold (COGS)			
COGS-Other		1,380	
COGS-Ice		1,382	
COGS-Firewood	7,500	6,000	80%
Total Cost of Goods Sold (COGS)	<u>7,500</u>	<u>8,762</u>	
GROSS PROFIT	<u>8,550</u>	<u>12,602</u>	147%
General Park Support			
Park Meetings Support	300	73	
Volunteer Support	200	-	
Volunteer Appreciation (2 events)	1,000	669	
Interpretation and Outreach	6,000	2,392	**
Staff Professional Development	1,200	782	
Park Projects*	6,000	17,231	ATV Purchase
Total General Park Support	<u>14,700</u>	<u>21,146</u>	144%
Operating Expenses			
Miscellaneous Expense	250	473	includes deposit for ice cooler
Computer – Internet	500	40	
Postage & Delivery	300	-	
Marketing & Advertising	3,000	516	
Taxes - Sales Tax	1,050	961	
Total Operating Expenses	<u>5,100</u>	<u>1,989</u>	39%
Total Support and Expense	<u>19,800</u>	<u>23,135</u>	
Excess of Revenue over Expenses	(11,250)	(10,533)	
Checking balance at beg. of period	44,913	44,913	
Paypal balance at beg. of period		106	
Total cash, end of period	\$ 33,663	\$ 34,486	
Cash in Paypal Account-end of period		340	
Bank balance, end of period	<u>33,663</u>	<u>34,146</u>	