



**Florida Department of Environmental Protection
CITIZEN SUPPORT ORGANIZATION
2023 LEGISLATIVE REPORT
(pursuant to Section 20.058 Florida Statutes)**

Citizen Support Organization (CSO) Name: Friends of Topsail Hill Preserve State Park _____

Mailing Address: 7525 West County Highway 30A, Santa Rosa Beach, FL 32459 _____

Telephone Number: 850-267-8330 _____

Website Address (required if applicable): www.topsailparkfriends.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)

Our mission is to be an advocate of the Park to the local community in terms of education and awareness combined with an active program to secure additional monies for the park to supplement their annual funding.

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.)

The year 2022 was a banner year for our CSO in terms of fundraising, CSO sponsored events and providing support to other activities held at the park. We of course continue to sponsor the monthly "Coffee with a Ranger" which is open to all. We also continued to hold outdoor family movie nights and helped to support the park’s first Madi Paws event which was well attended and brought smiles to our local and park guest dog lovers. We built upon the previous years "Camp Christmas" and held our second annual event which doubled attendance and was extremely well received by all. The associated silent auction combined with donations by attendees was by far the largest fund raising activity held.

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

Our goals for the upcoming three years are to build on the already existing Family events that we have implemented and to increase revenue and participation from our local community. We plan on being a premier Holiday event in the Emerald Coast area. We want to be the number one choice of parks in the area for our community , both residents and business to support. We also plan on continuing to partner with local groups to host their events that bring awareness to Topsail Hill Preserve State Park.

CSO's LAST CALENDAR YEAR STATISTICS:

Total Number of CSO General Membership:

Total Number of Board of Directors:

Total Volunteer Hours for the Board of Directors (From VSys - Work with your parks' volunteer manager):

PARK & CSO RELATIONSHIP:

Do not duplicate by describing accomplishments and contributions in the summary. Brag in the above Results Obtained. Below, describe the relationship.

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 relationship with the Friends and the Park Staff is strong. The Friends of Topsail Hill have supported the park with any maintenance or support need that was requested. They have recruited new board members who bring exciting new skills to the Board. The Friends continued the "Camp Christmas" and Movie nights events which were a success and kept the spirit of the Board up! Great things are to come in 2023 for the Friends of Topsail Hill. As the Park Manager, I am extremely motivated and grateful for The Friends of Topsail.

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?

We can't say enough about the level of cooperation and mutual support that the CSO feels it has with park management and their entire Team. We know we can count on them and hopefully they know we are there to support them in any way possible. Meetings, both formal and informal ,are frequent and communication is open and effective. We hope to further mutual efforts to secure additional funding by way of grants to generally improve the level of service to the public and better equip the park staff.

While there is always room for improvement we feel continued efforts in the same directions currently established will pay further dividends.

SUMMARIZE FINANCIAL ACTIVITY FOR LAST CALENDAR YEAR, DIRECT PARK(S) SUPPORT & REVENUES:

Program Services are costs related to providing your organizations' programs or services in accordance with your mission. Describe and provide expenses that directly support the park(s). For established nonprofit organizations, program service expenses generally represent most of the overall expenses of the organization. For the last calendar year provide the total \$ for each that apply. Do not use commas.

Building improvement, construction, or renovations	\$
Cultural resources (e.g., historic structure restoration/ renovation)	\$
Natural resources (e.g., native plants, natural lands restoration)	\$ 311
Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws)	\$ 9,177
Other facilities and landscape maintenance	\$
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$ 20,622
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$ 3,889
Park employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition)	\$ 1,007
Big ticket visitor center exhibits or interpretation updates	\$
Park exhibits, displays, signage	\$
Park publications, brochures, maps, etc.	\$
Programing/interpretation support material purchases	\$
Other program services	\$
Total Program Service Expenses	\$ 35,006

Visitor Services Revenue are revenues and the sources generated from fundraising on park property. Do not use commas.

Park gift shops, craft stores, and concession sales	\$
Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.)	\$ 2,078
Programs and Special Events (e.g., fundraising workshops, seasonal events, concerts, etc.)	\$ 28,224
Vending (e.g., drink machines, penny press, laundry, Wifi, etc.)	\$
Rentals (e.g., bikes, canoe, kayak, SUPs, etc.)	\$
In-park donation boxes	\$ 3,252
Other visitor services revenue	\$
Total Visitor Services Revenue	\$ 33,554

NET ASSETS: \$ 49,572

Organizations end of last year's Total Assets minus Total Liabilities. This is not the above's Visitor Service Revenue minus Program Service Expenses.

CSO AUDIT THRESHOLD:

Last Calendar Year's Total Expenses (including grants) \$ 47,528

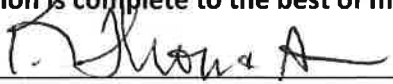
Are the CSO's annual total expenses \$300,000 including grants? Then Section 215.981(2), Florida Statute requires an independent CPA audit using Government Audit Standards (U.S. GAO Yellow Book). The audit is **due by September 1** (9 months after the CSO's calendar year ends) to the Florida Auditor General and to the Department.

CONFIRM ATTACHMENTS:

- Code of Ethics
- 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 complete 990 and schedules.

2023 CSO Legislative Report Acknowledgement

This information is complete to the best of my knowledge pursuant to Section 20.058 Florida Statutes

Signature: 

Print name: Kelly Thomas, CSO President

Friends of Topsail Hill Preserve State Park, Inc.

Date: 10 May 2023

Signature: 

Print name: CHRIS HAWTHORN, Park Manager

Date: 5/10/2023

THE FRIENDS OF TOPSAIL HILL PRESERVE STATE PARK, INC. CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of The Friends of Topsail Hill 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
- (3) The Friends of Topsail Hill 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.

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.

ELECTRONIC NOTICE (e-Postcard)**For Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ.****2022**

► Information about Form 990-N is at www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard.

**Open to Public
Inspection**

NOTE: This is not an IRS form. This form was created by Drake Software and is intended for information purposes only. **Do NOT mail this form to the IRS.**

A. Tax Period:

Start: 01-01-2022 Ending: 12-31-2022

B. Employer Identification Number (EIN)

59-3733849

C. Legal Name:

Friends of Topsail Hill Preserve St

D. Mailing Address:

**755 Grand Blvd Ste B105-194
Miramar Beach, FL 32550**

E. Doing Business As:

Friends of Topsail Hill Preserve St

F. Gross receipts not greater than:

\$50,000

G. Organization has terminated:**H. Principal Officer's Name and Address:**

**William Potter
755 Grand Blvd Ste B105-194
Miramar Beach, FL 32550**

I. Website URL:

Drake 2022 - MEF ACK files processed

IDNumber	Type	Acc	Date	Name	Reject Codes
593733849	990N	A	01-23-2023	FRIENDS OF TOPSAIL HILL PRESERVE ST	

SubmissionId: 50875020230233yvryve