



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

Citizen Support Organization (CSO) Name: The Friends of Topsail Hill Preserve State Park, Inc.  
Mailing Address: 755 Grand Blvd., STE. B105-194, Miramar Beach, FL 32550  
Telephone Number: 850-685-4008  
Website Address (required if applicable): [www.topsailparkfriends.org](http://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 generate personnel and financial resources, as well as promote community support, for Topsail Hill Preserve State Park through volunteer projects, special programs and events, outreach programs, communication, exhibits, interpretive programs and fundraising needs identified by the Park.**

**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.*

**Hosted popular monthly Breakfast With A Ranger Jan/Feb.**

**Outdoor movie with silent auction in December was only other fundraising event.**

**Funded and refurbished out of service/old tram for future CSO fundraising tours of the park.**

**Posted in park photos on social media and website to keep connected to community/membership during and after extended Covid closure.**

**New relationship with Walton County TDC offering opportunities, fundraising and community involvement.**

**Funded \$9,647 park requests including equipment, projects, signs and resident volunteer washer/dryer.**

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

**Increase membership and community awareness of events and opportunities.**

**Create new and innovative fundraising events and ideas.**

**Promote the Park and recruit volunteers.**

**Create partnerships with the community and local organizations.**

**CSO's LAST CALENDAR YEAR STATISTICS:**

**Total Number of CSO General Membership: 66**

**Total Number of Board of Directors: 7**

**Total Volunteer Hours for the Board of Directors (Hours from VSys. Work with your parks' volunteer manager): 841.25 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:**

*2020 was a unique year for the Friends of Topsail. While COVID restrictions were present, they continued to work diligently to be ready for when they may be lifted. The relationship with the Friends and the Park Staff is strong. They supported the park with any maintenance or support need that was requested. They recruited three new board members who bring excellent skills to the Board. We continued our Board Meetings. We even hosted a movie night in December which was a success and kept the spirit of the Board up! Great things are to come in 2021 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?*

*With Covid restrictions and closure of the Park for many months with limited fundraising/events the CSO continued to support and fund many Park requests and urgent needs of \$9,647. Total expenses for calendar year ending December 31, 2021 is \$15,858.80. Throughout this time our Park Manager communicated with the CSO with updates, needs and park cleanup/improvement accomplishments.*

*Our enthusiastic Board has open communications with park management. We receive timely support, ideas and guidance whenever requested. It is a pleasant environment and a pleasure to volunteer.*

**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	\$ 0.00
Cultural resources (e.g., historic structure restoration/ renovation)	\$ 0.00
Natural resources (e.g., native plants, natural lands restoration)	\$ 158.90
Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws)	\$ 577.65
Other facilities and landscape maintenance	\$ 1,164.40
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$ 5,901.23
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$ 0.00
Park employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition)	\$ 1,163.00
Big ticket visitor center exhibits or interpretation updates	\$ 0.00
Park exhibits, displays, signage	\$ 621.86
Park publications, brochures, maps, etc.	\$ 0.00
Programing/interpretation support material purchases	\$ 0.00
Other program services	\$ 59.96
<b>Total Program Service Expenses</b>	<b>\$ 9,647.00</b>

**Total Operating Expenses** (Overhead including fees, memberships, postage, rent, utilities, etc.) **\$ 6,211.80**



**Visitor Services Revenue**

Park gift shops, craft stores and concession sales **\$ 0.00**  
 Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.) **\$ 277.95**  
 Programs and Special Events (e.g., fundraising workshops, seasonal events, concerts, etc.) **\$ 1,144.83**  
 Vending (e.g., drink machines, penny press, laundry, Wi-Fi, etc.) **\$ 0.00**  
 Rentals (e.g., bikes, canoe, kayak, SUPs, etc.) **\$ 0.00**  
 In-park donation boxes **\$ 343.29**  
 Other visitor services revenue **\$ 3,644.45**  
**Total Visitor Services Revenue \$ 5,410.25**  
**Net Assets \$ 65,952.70**

**CSO AUDIT:**

**Total of Last Calendar Year's Expenses (including grants) \$**

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 Section 20.058 Florida Statutes			
Title	Name	Signature	Date
CSO President	Ann Perry		05/31/2021
Park Manager	Sasha Craft		06/01/2021

- 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.

# **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.

Department of the Treasury  
Internal Revenue Service

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

2020

Open to Public Inspection

A For the 2020 Calendar year, or tax year beginning 2020-01-01 and ending 2020-12-31

B Check if available

 Terminated for Business Gross receipts are normally \$50,000 or lessC Name of Organization: THE FRIENDS OF TOPSAIL HILLPRESERVE STATE PARK INC755 Grand Blvd Ste B105194 Miramar Beach, FL, US32550

D Employee Identification

Number 59-3733849

E Website:

<https://www.topsailparkfriends.org/>F Name of Principal Officer: Ann Perry755 Grand Blvd Ste B105194 Miramar Beach, FL, US32550

**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.**