



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

Friends of Torreya State Park

Citizen Support Organization (CSO) Name: _____

Mailing Address: PO Box 152, Bristol, FL 32321

Telephone Number: 850-459-0006

Website Address (required if applicable): No website

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 CSO mission is to provide funding for services to the visitors of the park (firewood, ice, laundry service), provide manpower for special events and resource management, as well as fulfill any financial needs the park incurs that they cannot fund through their budget, as well as emergency needs.

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 CSO held multiple work days on the trail system at Torreya. 17 miles of hiking trail have been mowed, weedeated, trimmed, ect. Bridges have been repaired, as well as safety hazards removed. The CSO has partnered with the Florida Trail Association volunteers and worked together for a common goal on the trails.
The CSO has provided firewood, ice, and laundry services to the visitors of the park and made repairs as necessary to the washer and dryer. The CSO and park worked together installing an "iron ranger" money collection station in the campground to eliminate any possible fiscal noncompliance. Visitors directly put their donations for firewood and ice into the locked station when provided wood or ice. This eliminated any cash handling from park staff, making for a simpler and more compliant system.

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

The CSO plan is to continue to provide firewood, ice, and washer and dryer service to the visitors of the park and fund emergency needs of the park and its staff. Trail workdays are to continue to include improvements and maintenance of the foot bridges on the trail system. The CSO has also identified the desire to continue Earth Day clean up events, whether its a trash collection at Aspalaga Boat ramp or an exotic plant workday, something to improve the park.
Continuation of quarterly meetings and following the Florida Park Service CSO guidelines as well as the CSO by-laws.

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 between the CSO and the park are doing well. The park and CSO work well together to achieve identified goals and projects as well as providing services that the CSO funds. The CSO's mission to fulfill its purpose is effective and efficient. All forms and documents are on time and complete.

This last calendar year the CSO worked tirelessly on our trail systems, repairing bridges, mowing, trimming, ect. This has been a well noticed improvement by our visitors and we have received numerous positive comments. These improvements have been well needed since Hurricane Michael.

The CSO has a new president and vice president whom have never held the role before. Change is exciting and having new members step into leadership roles is already showing great promise. Both new board members are energetic and looking to improve the program and the park.

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?

The park staff and CSO work well together and work for a common goal. The CSO president and vice president are new to their roles but are very enthusiastic and eager to continue the services that the CSO provides. Trail workdays have been a success, the parks main user group are hikers and this service is valuable. The CSO held 6 meetings this year, the park manager attended 4, and had a park staff member present at ones he was unable to attend. The former president stepped down in her role due to out of town job commitments however the VP stepped up and took on that role as well.

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)	\$
Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws)	\$
Other facilities and landscape maintenance	\$
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$ 6569.67
Park employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition)	\$
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	\$ 6569.67

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.)	\$ 9358.33
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	\$
Other visitor services revenue	\$
Total Visitor Services Revenue	\$ 9358.33

NET ASSETS: \$

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) \$

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: Nichole Tuszynski Digitally signed by Nichole Tuszynski
Date: 2023.05.31 19:32:01 -04'00'

Print name: Nichole Tuszynski, CSO President
Friends of Torreya State Park, Inc.

Date: 5/31/2023

Signature: Jason Vickery Digitally signed by Jason Vickery
Date: 2023.05.31 17:41:20 -04'00'

Print name: Jason Vickery, Park Manager

Date: 5/31/2023

Friends of Torreya State Park CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of Torreya State Park (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 Torreya State Park 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.

[Skip Navigation](#)

Information Copy.

Do not send to IRS.

Form **990-N**

Department of the Treasury Internal Revenue Service

Electronic Notice (e-Postcard)

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

OMB No. 1545-2085

2022

Open to Public Inspection

A For the **2022** Calendar year, or tax year beginning **2022-01-01** and ending **2022-12-31****B** Check if available

-
- Terminated for Business
-
-
- Gross receipts are normally \$50,000 or less

C Name of Organization: **FRIENDS OF TORREYA STATE PARK INC**
6963 NW Torreya Park Rd, Bristol, FL, US, 32321**D** Employee Identification Number **03-0443386****E** Website:**F** Name of Principal Officer: **Bill Anderson**
6963 NW Torreya Park Rd, Bristol, FL, US, 32321

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.