



Florida Department of Environmental Protection

**CITIZEN SUPPORT ORGANIZATION
2014 REPORT**

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Friends of Torreya State Park, Inc.
Mailing Address: 2576 N.W. Torreya Park Rd., Bristol, FL 32321
Telephone Number: 850-643-2799 or 850-557-1536 Website Address (if applicable): N/A

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:

The mission of the Friends of Torreya, Inc. is to provide support and services to the betterment of Torreya State Park. To enhance visitor services, enhance events and provide direct staff assistance to Torreya State Park.

Brief Description of the CSO's Results Obtained:

Coordinated annual Candlelight Tour Event; purchased needed supplies such as UV draperies for historic Gregory House and copying equipment for office; provide customer service including firewood, ice & laundry for campground; native plant rescue; arboretum creation; and led hikes and programs.

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

Continue Events/Hikes/Talks/Walks; continue arboretum work; provide support as needed as described by park management and enhance community awareness by promoting park for native plant walks/tours.

- 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**

Accepted July, 16 2014
Friends of Torreya State Park, Inc.
CODE OF ETHICS

PREAMBLE

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

Organization's Name: Friends of Torreya State Park

Fiscal Year: 2012-2013

Statement of Assets & Liabilities Resulting from Cash Transactions

Year ended 2012-2013

Assets

Cash:	0.00
Checking Amount	1,844.79
Cash on hand:	0.00
Savings:	7,000.00
Money Market:	0.00
Property:	0.00
Other:	0.00
Total Assets:	8,844.79

Liabilities and Net Assets

Liabilities

Debt	
Total Liabilities	0.00

Net Assets

Unrestricted	
Total Available for operations	8,844.79

State of Cash Receipts, Expenditures and Scholarships Paid

	Unrestricted net assets			Totals		
	Operations	Long Term	Unrestricted net assets	Restricted net assets	2012	2013
<u>Receipts and other support</u>						
Contributions (Donations)	4187.50	0.00	4187.50	0.00	4187.50	
Membership Dues	0.00	0.00	0.00	0.00	0.00	
Special Events Programs	0.00	0.00	0.00	0.00	0.00	
Net Special Events Programs	0.00	0.00	0.00	0.00	0.00	
Governmental Support	0.00	0.00	0.00	0.00	0.00	
Total receipts and other Support	4187.50	0.00	4187.50	0.00	4187.50	
<u>Disbursements</u>						
Program services	239.04	0.00	239.04	0.00	239.04	
Management and General	4499.64	0.00	4499.64	0.00	4499.64	
Total Disbursements	4738.68	0.00	4738.68	0.00	4738.68	
Govt Support Change in Value	0.00					
Change in net assets						
Net assets at beginning of year					9,396.38	
Net asset correction, beginning of yr.						
Net assets at the end of the year					8845.25	

Financial Report

Florida Park Service

Citizen Support Organization

Statement of Functional Expenses

Supporting Services

Totals

	Program Services	Total Program Services	Management & General Fundraising	Membership Development	Total Supporting Services	2012	2013
Personnel expenses							
Direct expenses							
Materials, supplies, equipment & rentals	4309.42	0.00	0.00		2423.98		
Food, entertainment & meals	429.21	0.00	0.00		429.21		
Office expenses	0.00	0.00	0.00		0.00		
Miscellaneous	0.00	0.00	0.00		0.00		
Total direct expenses	4708.63	0.00	0.00		4708.63		
Total expenses before depreciation	4708.63	0.00	0.00		4708.63		
Total expenses after depreciation	4708.63	0.00	0.00		4708.63		
Total Expenses beginning of year	0.00	0.00	0.00		0.00		
Total Expenses end of year	4708.63	0.00	0.00		4708.63		

Financial Report

Florida Park Service

Citizen Support Organization

	Candlelight Tour Event	Visitor Support	Park Operations Support	Total	2012	2013
Direct Expenses						
Materials, supplies, equipment, & rentals	239.04	4499.64	0.00	4738.68		
Total direct expenses	4738.68			4738.68		
Total Expenses before depreciation	4738.68			4738.68		
Total Expenses after depreciation	4738.68			4738.68		
Total Expenses beginning of year						
Total Expenses end of year	4738.68			4738.68		

*Includes any and all purchases or services which support visitor services

**Includes any and all purchases or services which support the general operation of the park

Financial Statement Disclosures

(1) Organization

Friends of Torreya State Park, Inc. (the Friends) is a not for profit organization incorporated under the laws of a tax exempt organization under the Internal Revenue Code. A copy of the official registration and financial info from the Division of Consumer Services by calling toll free 1-800-435-7352 within the State. Registration does approval or recommendations by the State. The Friends of Torreya State Park, Inc. is funded primarily from donations within the state of Florida. These contributions are used to fund activities and projects at Torreya State Park.

(2) Basis of accounting and presentation

(A) Basis of Accounting

The accompanying financial statements have been prepared on the modified cash basis.

(B) Basis of Presentation

Unrestricted Net Assets - \$8,844.79

Temporarily Restricted Net Assets - N/A

Permanently Restricted Net Assets - N/A

(C) Present CSO financial polices, below, are some suggestions but not an exhaustive list:

Section 1. The fiscal year for Friends of Torreya State Park shall begin on July 1st and end on June 30th.

Section 2. The Board of Directors shall designate a bank or banks as the depository for the corporation funds.

Section 3. The Board shall adopt policies and procedures governing the control and expenditure of corporation

Section 4. The Board of Directors may authorize an officer or employee to enter into any contract or execute a:

of the corporation, and such authority shall be general or confined to specific instances. Unless so authorized

no officer or employee shall have the power or authority to bind the Corporation.

(3) Value of Contributed Services

A summary of contributed services from Torreya State Park is as follows:

Staff support	1,000
Park facilities	500
Park admission waived fees	500
	\$2,000

Statement of Accomplishments and Goals Fiscal year 2012-2013

Name of Citizen Support Organization: Friends of Torreya State Park
Address 2576 NW Torreya Park Road
City, State, Zip . Bristol, FL 32321

Estimated Volunteer Hours: 700 **Total Membership:** 5

Current list of Citizen Support Organization Board Members.

President

Bob Gilley
7720 Lake Seminole Rd
Sneads, FL 32460

Secretary

Pam Anderson
6963 NW Torreya Park Rd
Bristol, FL 32321
(850)643-2799 (home)
Banderson@Nettally.com

Vice President

Manning Miller
P.O. Box 1155
Bristol, FL 32321
millermd@fairpoint.net

Treasurer

Bill Anderson
6963 NW Torreya Park Rd
Bristol, FL 32321
(850)643-2799 (home)
B.anderson@Nettally.com

Summary of accomplishments.

Planned, coordinated and implemented the 24th Annual Candlelight Tour Event.
Provided firewood for campgrounds.
Provided laundry facilities for campground.
Rare Species Monitoring/Research
Community Outreach
Purchased air conditioner for barracks office

Summary of goals for the upcoming year.

Continue Event
Conduct community involvement programs
Provide services to visitors
Create native garden at Gregory House parking area