



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

Citizen Support Organization (CSO) Name: Friends of Torreya State Park

Mailing Address: PO Box 152, Bristol, FL 32321

Telephone Number: 850-643-2799

Website Address (*required if applicable*): no website

Check to confirm your Code of Ethics is posted conspicuously on your website. (no 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 Friends of Torreya State Park, Inc. generates and employs additional resources and support of and in the best interests of Torreya State Park through events and activities such as special work projects, special events and programs, interpretive and educational programs, fund raising activities with the objective of maintaining, enhancing and expanding the park's services to the public.

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.

Due to the COVID-19 pandemic, and also to high rainfall that kept the floodplain inundated or inaccessible, activities were minimal for the year. We conducted an invasive plant removal workday for *Crotalaria spectabilis* and other non-native legumes. We provided input to SCORP for FDEP Office of Greenways and Trails.

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

Continue providing firewood, ice, and washer and dryer for campers, collecting donations and use fees.
Conduct periodic invasive plant removal workdays. Start invasives patrols on boundary firelines.
Purchase native plants for developed areas of the park and/or conduct native landscape planting workdays.
Begin spring and fall trail workdays in lieu of Florida Trail Association workdays.
Conduct Apalachicola River cleanup at Aspalaga Landing in conjunction with International Coastal Cleanup if conditions permit.

CSO's LAST CALENDAR YEAR STATISTICS:

Total Number of CSO General Membership: 13

Total Number of Board of Directors: 13

Total Volunteer Hours for the Board of Directors (Hours from VSys. Work with your parks' volunteer manager): 76

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:

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 Friends of Torreya State Park effectively support the parks needs with services that the park provides. Without CSO assistance services that are provided to the visitors of the park could not be provided. The current CSO president and Board are very timely in completing any needed plans and/or deadline program related paperwork. The relationship between the CSO and park are good. This past year has been challenging on all levels due to Covid protocol's and safety. It is with great anticipation that the pandemic will soon be behind us and meetings and activities can resume.

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?

Relationship is good considering the CSO's low level of activity over the last year due to the pandemic and weather. The park manager is very responsive and supportive of the CSO, and the CSO has great regard and appreciation for the manager.

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	\$	
Cultural resources (e.g., historic structure restoration/ renovation)	\$	80.00
Natural resources (e.g., native plants, natural lands restoration)	\$	69.50
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.)	\$	4,655.25

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 \$ 4,804.75

Total Operating Expenses (Overhead including fees, memberships, postage, rent, utilities, etc.) \$ **186.25**



Visitor Services Revenue

Park gift shops, craft stores and concession sales \$
 Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.) \$
 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 \$ 6,082.20
Net Assets \$13,493.45

CSO AUDIT:

Total of Last Calendar Year's Expenses (including grants) \$ 4,991.00

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	Leigh Brooks		4/21/21
Park Manager	Jason Vickery		4/15/21

- 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.

Model CSO Code of Ethics – June 2014

Accepted July, 16 2014
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



Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** FRIENDS OF TORREYA STATE PARK INC
- **EIN:** 030443386
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520210774432156
- **Filing Status Date:** 03-18-2021
- **Filing Status:** Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS