

# **FRIENDS OF FLORIDA HISTORY AND ARCHAEOLOGY, INC.**

500 South Bronough Street  
Tallahassee, FL 32399  
850.245.6300

## **FY 2015-2016 REPORT**

### **I. Statutory Authority or Executive Order Creating Organization**

Section 267.17, Florida Statutes provides statutory authority for the organization.

### **II. Mission and Results Obtained**

#### **Mission:**

The mission of Friends of Florida History and Archaeology, Inc. (FFHA), is to provide assistance, funding, and promotional support to or for the direct or indirect benefit of the Department of State, Division of Historical Resources, or individual program units of the Division.

#### **Results Obtained:**

FFHA was incorporated in 2012 and received 501(c)(3) tax exempt status from the IRS on July 14, 2013. Currently, the Board of Directors of FFHA has not been appointed, and no activities have been carried out by the organization.

### **III. Three Year Plan**

**DRAFT** pending approval of the Board of Directors, is as follows:

The FFHA was established with the goal of eventually bringing all of the Division citizen support organizations under one entity that supports all of the Division's programs. This approach, rather than having separate CSOs for different programs, will increase administrative efficiencies and strengthen the CSO's ability to promote and fundraise on a statewide level.

Over the next three years, the formal organization of the FFHA as the Division CSO will be completed. This will entail appointment of the Board of Directors and subsequent reorganization and consolidation of all Division CSOs under the FFHA.

### **IV. Code of Ethics**

After appointment of the initial Board of Directors for the Friends of Florida History and Archeology, Inc., the following Code of Ethics will be formally adopted.

## **PREAMBLE**

(1) It is essential to the proper conduct and operation of Friends of Florida History and Archeology, 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 Statutes, 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 Florida History and Archeology 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, Florida Statutes, 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 State terminating its Agreement with the CSO.

V. **Current Federal Internal Revenue Service Return of Organization Exempt from Income Tax form ( Form 990)**

The Friends of Florida History and Archaeology, Inc., for the 2014 tax year, submitted IRS Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not required to File Form 990 or 990EZ.


The IRS [annual reporting requirement](#) for small exempt organizations with limited gross receipts [requires](#) such organizations to electronically submit Form 990-N (*e-Postcard*) for small organizations, unless they choose to instead file a complete exempt organization return.

Please see attached IRS Form 990-N for 2014 tax year.


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## Check Filing Status

**FRIENDS OF FLORIDA HISTORY AND ARCHAEOLOGY  
INC**  
**45-5133446**  
**2014 IRS Form 990-N (e-Postcard)**  
**7/1/2014 - 6/30/2015**

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**Current Status:**     **Accepted**

Congratulations, the IRS accepted your Form 990-N (e-Postcard).

**Next Step:**            Your next e-Postcard will be due after 6/30/2016.

### Delivery Status

<u>No.</u>	<u>Filing</u>	<u>Delivery</u>	<u>Status</u>	<u>Postmark</u>
1	Form 990-N	E-file	Accepted on 7/2/2015	7/2/2015 12:04:54 PM

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Last modified: June 22, 2015.

# Information copy. Do not send to IRS.

Form **990-N**  
Department of the Treasury  
Internal Revenue Service

## Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-  
2085

# 2014

Open to Public  
Inspection

**A** For the 2014 calendar year, or tax year beginning 7/1/2014, and ending 6/30/2015.

**B** Check if applicable

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

**C** Name of organization: FRIENDS OF FLORIDA HISTORY AND  
ARCHAEOLOGY INC  
d/b/a:

% Robert F Bendus  
500 S Bronough Street  
Tallahassee, FL, US, 32399-0250

**D** Employer  
Identification  
Number  
45-5133446

**E** Website:

**F** Name of Principal Officer: Robert F Bendus

500 S Bronough Street  
Tallahassee, FL, US, 32399-0250

**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 the 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 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.

**This Form 990-N (e-Postcard) was accepted by the IRS on 7/2/2015.**