

AGENDA

ARBORFIELD FOREST PARTNERSHIP

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NOTICE OF MEETING AND FOREST VISIT

The meeting and forest visit of Arborfield Forest Partnership will be held at the Napier Conference Centre on Friday 27th April 2018 commencing at 8.30am.

This is held in conjunction with Aberdeen, Arborfield, Augusta, Castle Peak, Ridgemount, Romney, Roxburgh, Sovereign, Stone House and Totara Valley Forest Partnerships and Granity Forest Limited

PROGRAMME

8.30 - 8.45am	Registration and morning tea
8.45 - 9.00am	Welcome & opening of meeting
9.00 - 12.30pm	Forest Visit
12.30 - 1.00pm	Lunch
1.00 - 3.00pm	Afternoon session

Times are approximate and the tour of the forests will proceed regardless of the weather, so please bring warm clothing, wet weather gear and suitable footwear that will handle mud and wet grass.

AGENDA

1. Welcome & Opening
2. Appointment of Chairperson
3. Apologies and Proxies
4. Presentation of Minutes from previous meeting
5. Matters arising from Minutes
6. To receive and adopt the Roger Dickie Report and Forest Management New Zealand Ltd Report.
7. To receive the draft Financial Statements for the Year ending 28 February 2018
8. To consider and adopt the Public Liability Insurance
9. To receive and adopt the 2018-2019 Budget Cashflow
10. General Business

PROXY VOTING

Please complete the Proxy Form and return to our office by Wednesday 18th April:

- **Vote on-line** via the link to the Proxy (as sent to you via email); or
 - **Scan and email** to grant@rogerdickie.co.nz; or
 - **Fax** to 06 346 5369; or
 - **Mail** to Roger Dickie (NZ) Ltd, PO Box 43, WAVERLEY 4544.
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- Partners are advised the budget is included with the Agenda and Proxy; however you may wish to wait for the Financial Statements and Reports before voting. These will be distributed shortly.

DOCUMENTS

The following documents are included with the Agenda:

- Attendance, Apology, Proxy Form (*can be completed online*)
- Budget Cashflow Statement for the Year Ending 28 February 2019

ATTENDANCE/CATERING

If you are attending the AGM please assist by advising the office as soon as possible. **It is important we have accurate numbers for catering purposes.**

DIRECTIONS TO NAPIER CONFERENCE CENTRE

The Napier Conference Centre is located on the waterfront at 48 Marine Parade.

Regards

A handwritten signature in black ink, appearing to read 'Roger Dickie', with a stylized, cursive script.

Roger Dickie

Date Range: 01 Mar 18 to 28 Feb 19

Arborfield Forest Partnership Budget Cash Flow Statement Year Ending 28 February 2019

	Total	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Period End
INCOME														
Credit Interest	60	5	5	5	5	5	5	5	5	5	5	5	5	
NZU's Sales	251,548	206,548			30,000				15,000					
INCOME Total	251,608	206,553	5	5	30,005	5	5	5	15,005	5	5	5	5	
FOREST EXPENSES														
Forest Management	-9,415	-650	-650	-1,010	-650	-650	-650	-650	-1,485	-1,010	-650	-710	-650	
Emissions Trading	-300											-300		
FOREST EXPENSES Total	-9,715	-650	-650	-1,010	-650	-650	-650	-650	-1,485	-1,010	-650	-1,010	-650	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Repairs & Maint														
Tracking	-4,000								-4,000					
Repairs & Maint Total	-4,000								-4,000					
Weed & Pest														
Weed	-1,500									-1,500				
Pest	-1,800			-1,800										
Weed & Pest Total	-3,300			-1,800						-1,500				
OPERATION EXPENSES Total	-7,600			-1,800					-4,000	-1,800				
ADMINISTRATION EXPENSES														
Accountancy Fees	-2,790			-2,790										
Administration	-4,536	-378	-378	-378	-378	-378	-378	-378	-378	-378	-378	-378	-378	
Audit Fee	-1,595					-1,595								
Bank Fees	-60	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	
Legal Fees	-600					-600								
Meeting Costs	-1,200				-1,200									
Statutory Supervisor	-1,500		-375			-375			-375			-375		
Subscriptions	-645	-470							-175					
Compliance	-672		-187	-385	-100									
Companies Office	-303				-223	-80								
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-15,901	-853	-945	-4,558	-1,906	-3,033	-383	-383	-933	-1,383	-383	-758	-383	
FINANCIAL & STANDING CHARGES														
Insurance														
Public Liability Ins	-610							-610						
Tree Fire & Wind	-16,786							-16,786						
Insurance Total	-17,396							-17,396						
Rates														
General	-3,756			-939			-939			-939			-939	
Rates Total	-3,756			-939			-939			-939			-939	
Valuation	-465		-465											
NZU Disbursement	-206,548	-206,548												
FINANCIAL & STANDING CHARGES Total	-228,165	-207,013	-939				-939	-17,396		-939			-939	
FIN YEAR SURPLUS Total	-9,773	205,050	-208,603	-8,302	27,449	-3,678	-1,967	-18,424	8,587	-5,127	-1,028	-1,763	-1,967	
GST														
General	7,867							2,858						5,009
Gst Component	-7,866	-225	-308	-1,095	-383	-552	-295	-2,714	-962	-619	-154	-264	-295	
GST Refund	3,398	3,398												
GST Total	3,399	3,173	-308	-1,095	-383	-552	-295	144	-962	-619	-154	-264	-295	5,009
GST Total	3,399	3,173	-308	-1,095	-383	-552	-295	144	-962	-619	-154	-264	-295	5,009
Opening Balance	12,081	12,081	220,304	11,393	1,996	29,062	24,832	22,570	4,290	11,915	6,169	4,987	2,960	698
Closing Balance	698	220,304	11,393	1,996	29,062	24,832	22,570	4,290	11,915	6,169	4,987	2,960	698	5,707

Notes to the Budget

Weed Control - Trackside Blackberry Spraying

Pest Control - Possum Poisoning

Prepare and File Voluntary Emissions Return

The above expenditure is estimated

Liability Free NZU Balance at 1 March 2018 - 78,070. Estimated sale of 1500 units @ \$20 in June and 750 units in November

RDNZ charge out rate is \$98 +GST per hour (this is for non-standard administrative work, i.e. harvest payment processing, international payments, grazing/hive rental negotiations)

International transactions are charged to individual partners @ \$50 per transaction (\$15 bank fee, \$35 RDNZ admin fee)

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