

AGENDA

CASTLE PEAK FOREST PARTNERSHIP

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NOTICE OF MEETING AND FOREST VISIT

The meeting and forest visit of Castle Peak 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

Castle Peak 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 Sale	161,932	161,932												
INCOME Total	161,992	161,937	5	5	5	5	5	5	5	5	5	5	5	
FOREST EXPENSES														
Forest Management	-9,359	-1,374	-650	-650	-650	-650	-650	-650	-685	-950	-1,150	-650	-650	
Plot Imputation	-3,619	-3,619												
FOREST EXPENSES Total	-12,978	-4,993	-650	-650	-650	-650	-650	-650	-685	-950	-1,150	-650	-650	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Repairs & Maint														
Tracking	-2,500										-2,500			
Repairs & Maint Total	-2,500										-2,500			
Weed & Pest														
Weed	-1,200									-1,200				
Weed & Pest Total	-1,200									-1,200				
OPERATION EXPENSES Total	-4,000									-1,500	-2,500			
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	
Contingencies	-2,000			-1,000						-1,000				
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								
ADMINISTRATION EXPENSES Total	-15,301	-853	-945	-4,558	-1,906	-2,433	-383	-383	-933	-1,383	-383	-758	-383	
FINANCIAL & STANDING CHARGES														
Insurance														
Public Liability	-610							-610						
Tree Fire & Wind	-14,950							-14,950						
Insurance Total	-15,560							-15,560						
Legal Fees	-600					-600								
Rates	-2,044			-511			-511			-511			-511	
Valuation	-465		-465											
NZU Disbursement	-161,932	-161,932												
FINANCIAL & STANDING CHARGES Total	-180,601	-162,397	-511	-511	-600	-511	-15,560	-511	-511	-511	-4,028	-1,403	-1,539	
FIN YEAR SURPLUS Total	-50,888	156,091	-163,987	-5,714	-2,551	-3,678	-1,539	-16,588	-1,613	-4,339	-4,028	-1,403	-1,539	
GST														
General	7,290							3,057						4,233
Gst Component	-7,289	-876	-308	-707	-383	-552	-231	-2,444	-242	-501	-604	-210	-231	
GST Refund	5,589	5,589												
GST Total	5,590	4,713	-308	-707	-383	-552	-231	613	-242	-501	-604	-210	-231	4,233
GST Total	5,590	4,713	-308	-707	-383	-552	-231	613	-242	-501	-604	-210	-231	4,233
Opening Balance	49,730	49,730	210,534	46,239	39,818	36,884	32,654	30,884	14,909	13,054	8,214	3,582	1,969	199
Closing Balance	199	210,534	46,239	39,818	36,884	32,654	30,884	14,909	13,054	8,214	3,582	1,969	199	4,432

Notes to the Budget

Weed Control - Trackside Blackberry and Inkweed Spraying

Plot Imputation - 75% of cost carried over from last year - \$12.40/ha

The above expenditure is estimated

Liability Free NZU Balance at 1 March 2018 - 24,330.

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)