

AGENDA

CHATSWOOD FOREST PARTNERSHIP

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NOTICE OF AGM AND FOREST VISIT

The meeting and forest visit of Chatswood Forest Partnership will be held at the Patutahi Community Hall on Saturday 21st April 2018 commencing at 8.30am.

This is held in conjunction with, Eastwood, Fleetwood, Glen Alvon, Heywood, Monterey, Pine Ridge, Portobello, Windsor, Woodside, Young Nicks, Greenwood LP, Eagle, Fairway, Greens, Links and Stableford.

PROGRAMME

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

Times are approximate and the visit to 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

Attendance/ Apology / Proxy form

Please complete the 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 form; 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 returning your proxy form as soon as possible. **It is important we have accurate numbers for catering purposes.**

DIRECTIONS TO PATUTAHİ COMMUNITY HALL

The Patutahi Hall is located on Biggs St in the Patutahi Township. Those travelling from Awapuni Rd, Gisborne, turn onto Wharerata Rd (SH2) and at the roundabout take the 3rd exit onto Wharekopae Rd. Turn right onto Patutahi Rd, then left at Atkins Rd. Turn right into Biggs St.

I look forward to seeing you all at the AGM.

Regards

A handwritten signature in black ink, appearing to read 'Roger Dickie', with a stylized flourish at the end.

Roger Dickie

Date Range: 01 Mar 18 to 28 Feb 19

Chatswood 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	161,609	121,609					40,000							
INCOME Total	161,669	121,614	5	5	5	5	40,005	5	5	5	5	5	5	
FOREST EXPENSES														
Emissions Trading	-300											-300		
Forest Management	-9,699	-650	-650	-650	-890	-650	-650	-650	-650	-1,249	-650	-710	-1,650	
PSP's	-1,200				-1,200									
FOREST EXPENSES Total	-11,199	-650	-650	-650	-2,090	-650	-650	-650	-650	-1,249	-650	-1,010	-1,650	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Repairs & Maintenance														
Tracking	-5,000												-5,000	
Repairs & Maintenance Total	-5,000												-5,000	
Weed & Pest														
Pest	-2,500									-2,500				
Weed & Pest Total	-2,500									-2,500				
OPERATION EXPENSES Total	-7,800									-2,800			-5,000	
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	-450				-450									
Statutory Supervisor	-1,500		-375			-375			-375			-375		
Subscriptions	-665	-470								-195				
Compliance	-672		-187	-385	-100									
Companies Office	-303				-223	-80								
ADMINISTRATION EXPENSES Total	-14,571	-853	-945	-4,558	-1,156	-2,433	-383	-383	-758	-1,578	-383	-758	-383	
FINANCIAL & STANDING CHARGES														
Insurance														
Public Liability Insurance	-610							-610						
Tree Fire & Wind	-15,276							-15,276						
Insurance Total	-15,886							-15,886						
Legal Fees	-600					-600								
Rates	-6,344			-1,586			-1,586			-1,586			-1,586	
Valuation	-465		-465											
NZU Tax Payment	-121,609		-121,609											
FINANCIAL & STANDING CHARGES Total	-144,904		-122,074	-1,586		-600	-1,586	-15,886		-1,586			-1,586	
FIN YEAR SURPLUS Total	-16,805	120,111	-123,664	-6,789	-3,241	-3,678	37,386	-16,914	-1,403	-7,208	-1,028	-1,763	-8,614	
GST														
GST														
General	8,221							2,831						5,390
Gst Component	-8,219	-225	-308	-868	-486	-552	-392	-2,537	-210	-931	-154	-264	-1,292	
GST Refund	4,360	4,360												
GST Total	4,362	4,135	-308	-868	-486	-552	-392	294	-210	-931	-154	-264	-1,292	5,390
GST Total	4,362	4,135	-308	-868	-486	-552	-392	294	-210	-931	-154	-264	-1,292	5,390
Opening Balance	14,478	14,478	138,724	14,752	7,095	3,368	-862	36,132	19,512	17,899	9,760	8,578	6,551	-3,355
Closing Balance	-3,355	138,724	14,752	7,095	3,368	-862	36,132	19,512	17,899	9,760	8,578	6,551	-3,355	2,035

Notes to the Budget

Pest Control - Possum Poisoning

Remeasure PSPs x 4

Prepare and File Voluntary Emissions Return

The above expenditure is estimated

Liability Free NZU Balance at 1 March 2018 - 58,247. Estimated sale of 2000 units @ \$20 in August

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)