# AGENDA

## GLEN ALVON FOREST PARTNERSHIP

PO Box 43 WAVERLEY 4544 Tel +64 6 346 5329
Fax +64 6 346 5369 Email: invest@rogerdickie.co.nz

### NOTICE OF AGM AND FOREST VISIT

The meeting and forest visit of Glen Alvon 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, Chatswood, Eastwood, Fleetwood, 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 at the hall |
| 1.00 - 3.00pm | Afternoon session - 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.

- 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 PATUTAHI 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

Roger Dickie

# Glen Alvon 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 | 210,261 | 165,261 | | | | 45,000 | | | | | | | | |
| **INCOME Total** | **210,321** | **165,266** | **5** | **5** | **5** | **45,005** | **5** | **5** | **5** | **5** | **5** | **5** | **5** | |
| **FOREST EXPENSES** | | | | | | | | | | | | | | |
| Forest Management | -10,731 | -1,426 | -1,050 | -650 | -650 | -650 | -650 | -650 | -1,310 | -745 | -650 | -650 | -1,650 | |
| Plot Imputation | -3,533 | -3,533 | | | | | | | | | | | | |
| **FOREST EXPENSES Total** | **-14,264** | **-4,959** | **-1,050** | **-650** | **-650** | **-650** | **-650** | **-650** | **-1,310** | **-745** | **-650** | **-650** | **-1,650** | |
| **OPERATION EXPENSES** | | | | | | | | | | | | | | |
| Fire Protection | -300 | | | | | | | | | -300 | | | | |
| Repairs & Maintenance | | | | | | | | | | | | | | |
| Fences & Yards | -2,345 | -345 | -2,000 | | | | | | | | | | | |
| Tracking | -5,000 | | | | | | | | | | | | -5,000 | |
| **Repairs & Maintenance Total** | **-7,345** | **-345** | **-2,000** | | | | | | | | | | **-5,000** | |
| Weed & Pest | | | | | | | | | | | | | | |
| Weed | -800 | | | | | | | | -800 | | | | | |
| Pest | -2,500 | | | | | | | | -2,500 | | | | | |
| **Weed & Pest Total** | **-3,300** | | | | | | | | **-3,300** | | | | | |
| **OPERATION EXPENSES Total** | **-10,945** | **-345** | **-2,000** | | | | | | **-3,300** | **-300** | | | **-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 | -645 | -470 | | | | | | | | -175 | | | | |
| Compliance | -672 | | -187 | -385 | -100 | | | | | | | | | |
| Companies Office | -303 | | | | -223 | -80 | | | | | | | | |
| **ADMINISTRATION EXPENSES Total** | **-14,551** | **-853** | **-945** | **-3,558** | **-1,156** | **-3,433** | **-383** | **-383** | **-758** | **-558** | **-1,383** | **-758** | **-383** | |
| **FINANCIAL & STANDING CHARGES** | | | | | | | | | | | | | | |
| Insurance | | | | | | | | | | | | | | |
| Public Liability Insurance | -610 | | | | | | | | -610 | | | | | |
| Tree Fire & Wind | -14,907 | | | | | | | | -14,907 | | | | | |
| **Insurance Total** | **-15,517** | | | | | | | | **-15,517** | | | | | |
| Legal Fees | -600 | | | | | -600 | | | | | | | | |
| Rates | -5,560 | | | -1,390 | | | -1,390 | | | -1,390 | | | -1,390 | |
| Valuation | -464 | | -464 | | | | | | | | | | | |
| NZU Tax Payment | -165,261 | | -165,261 | | | | | | | | | | | |
| **FINANCIAL & STANDING CHARGES Total** | **-187,402** | | **-165,725** | **-1,390** | | **-600** | **-1,390** | | **-15,517** | **-1,390** | | | **-1,390** | |
| **FIN YEAR SURPLUS Total** | **-16,841** | **159,109** | **-169,715** | **-5,593** | **-1,801** | **40,322** | **-2,418** | **-1,028** | **-20,880** | **-2,988** | **-2,028** | **-1,403** | **-8,418** | |
| **GST** | | | | | | | | | | | | | | |
| GST | | | | | | | | | | | | | | |
| General | 8,976 | | | | | | | 3,614 | | | | | | 5,362 |
| Gst Component | -8,976 | -923 | -668 | -839 | -270 | -552 | -363 | -154 | -3,132 | -448 | -154 | -210 | -1,263 | |
| GST Refund | 3,512 | 3,512 | | | | | | | | | | | | |
| **GST Total** | **3,512** | **2,589** | **-668** | **-839** | **-270** | **-552** | **-363** | **3,460** | **-3,132** | **-448** | **-154** | **-210** | **-1,263** | **5,362** |
| **GST Total** | **3,512** | **2,589** | **-668** | **-839** | **-270** | **-552** | **-363** | **3,460** | **-3,132** | **-448** | **-154** | **-210** | **-1,263** | **5,362** |
| Opening Balance | 19,027 | 19,027 | 180,725 | 10,342 | 3,910 | 1,839 | 41,609 | 38,828 | 41,260 | 17,248 | 13,812 | 11,630 | 10,017 | 336 |
| Closing Balance | 336 | 180,725 | 10,342 | 3,910 | 1,839 | 41,609 | 38,828 | 41,260 | 17,248 | 13,812 | 11,630 | 10,017 | 336 | 5,698 |

**Notes to the Budget**

Fencing - repair a section of the Livingston Boundary along the top of stand 10 - carried over from last year

Weed Control - Trackside Blackberry Spraying

Security - 3 new padlocks and chains to secure property

Pest Control - Possum Poisoning

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 - 23,908. Estimated sale of 2250 units @ $20 in July

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)