

AGENDA

HEYWOOD FOREST PARTNERSHIP

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NOTICE OF AGM AND FOREST VISIT

The meeting and forest visit of Heywood 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, Glen Alvon, 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.
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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

Heywood 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	193,895	138,895		35,000						20,000				
INCOME Total	193,955	138,900	5	35,005	5	5	5	5	5	20,005	5	5	5	
FOREST EXPENSES														
Emissions Trading	-300											-300		
Forest Management	-9,682	-730	-650	-650	-890	-650	-650	-650	-650	-1,252	-650	-710	-1,550	
Plotting	-1,200				-1,200									
FOREST EXPENSES Total	-11,182	-730	-650	-650	-2,090	-650	-650	-650	-650	-1,252	-650	-1,010	-1,550	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Repairs & Maintenance														
Tracking	-4,500												-4,500	
Repairs & Maintenance Total	-4,500												-4,500	
Weed & Pest														
Weed	-400	-400												
Pest	-2,500													
Weed & Pest Total	-2,900	-400								-2,500				
OPERATION EXPENSES Total	-7,700	-400								-2,800			-4,500	
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								
Meeting Costs	-450				-450						-1,000			
Statutory Supervisor	-1,500		-375			-375			-375			-375		
Subscriptions	-680	-470							-210					
Compliance	-672		-187	-385	-100									
Companies Office	-303				-223	-80								
ADMINISTRATION EXPENSES Total	-14,586	-853	-945	-3,558	-1,156	-3,433	-383	-383	-968	-383	-1,383	-758	-383	
FINANCIAL & STANDING CHARGES														
Insurance														
Public Liability Insurance	-500								-500					
Tree Fire & Wind	-16,536								-16,536					
Insurance Total	-17,036								-17,036					
Legal Fees	-600					-600								
Rates	-7,296			-1,824			-1,824			-1,824			-1,824	
Valuation	-465		-465											
NZU Tax Payment	-138,895		-138,895											
FINANCIAL & STANDING CHARGES Total	-164,292	-139,360	-1,824	-1,824	-600	-1,824	-1,824	-1,028	-17,036	-1,824	-2,028	-1,763	-1,824	
FIN YEAR SURPLUS Total	-3,805	136,917	-140,950	28,973	-3,241	-4,678	-2,852	-1,028	-18,649	13,746	-2,028	-1,763	-8,252	
GST														
GST														
General	8,521							2,975						5,546
Gst Component	-8,520	-297	-308	-904	-486	-552	-428	-154	-2,797	-938	-154	-264	-1,238	
GST Refund	4,652	4,652												
GST Total	4,653	4,355	-308	-904	-486	-552	-428	2,821	-2,797	-938	-154	-264	-1,238	5,546
GST Total	4,653	4,355	-308	-904	-486	-552	-428	2,821	-2,797	-938	-154	-264	-1,238	5,546
Opening Balance	5,732	5,732	147,004	5,746	33,815	30,088	24,858	21,578	23,371	1,925	14,733	12,551	10,524	1,034
Closing Balance	1,034	147,004	5,746	33,815	30,088	24,858	21,578	23,371	1,925	14,733	12,551	10,524	1,034	6,580

Notes to the Budget

Weed Control - cutting and spraying willow regrowth at front entrance to improve visibility

Pest Control - Possum Poisoning

Remeasure 4 PSPs

The above expenditure is estimated

Liability Free NZU Balance at 1 March 2018 - 66,905. Estimated sale of 1750 units @ \$20 in May & 2000 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)