

AGENDA

HIGHGATE FOREST PARTNERSHIP

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NOTICE OF MEETING AND FOREST VISIT

The meeting and forest visit of Highgate Forest Partnership will be held at the Wairoa Yacht Club on Sunday 22nd April 2018 commencing at 8.30am.

This is held in conjunction with Highgate, Hyde Park, Kingswood, Wellwood Forest Partnerships and Woodleigh 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 – meeting continues.
12.30 - 1.00pm	Lunch at the Club Rooms

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 2017-2018 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 returning your proxy form as soon as possible. **It is important we have accurate numbers for catering purposes.**

DIRECTIONS TO WAIROA YACHT CLUB

The Wairoa Yacht Club is located on Kopu Rd, opposite Lion St. If travelling from the north on Bridge St (SH2), turn left at the roundabout onto Marine Parade or, if travelling from the south on Achilles St (SH2), at the roundabout take the 3rd exit onto Marine Parade. At the end of this road, turn right into Kopu Rd.

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

Highgate 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	227,208	167,208	40,000						20,000					
INCOME Total	227,268	167,213	40,005	5	5	5	5	5	20,005	5	5	5	5	
FOREST EXPENSES														
Forest Management	-10,989	-2,107	-650	-650	-650	-650	-650	-1,150	-650	-932	-1,600	-650	-650	
Plotting Imputation	-4,283	-4,283												
FOREST EXPENSES Total	-15,272	-6,390	-650	-650	-650	-650	-650	-1,150	-650	-932	-1,600	-650	-650	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Repairs & Maint														
Fences & Yards	-3,000	-3,000												
Tracking	-4,750										-4,750			
Repairs & Maint Total	-7,750	-3,000									-4,750			
Weed & Pest														
Weed	-900									-900				
Pest	-2,500							-2,500						
Weed & Pest Total	-3,400							-2,500		-900				
OPERATION EXPENSES Total	-11,450	-3,000						-2,500		-1,200	-4,750			
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	-680	-470								-210				
Compliance	-672		-187	-385	-100									
Companies Office	-303				-223	-80								
ADMINISTRATION EXPENSES Total	-14,586	-853	-945	-4,558	-1,156	-2,433	-383	-383	-758	-1,593	-383	-758	-383	
FINANCIAL & STANDING CHARGES														
Insurance														
Public Liability Insurance	-610							-610						
Tree Fire & Wind	-16,405							-16,405						
Insurance Total	-17,015							-17,015						
Legal Fees	-600					-600								
Rates	-6,468			-1,617			-1,617			-1,617			-1,617	
Valuation	-465		-465											
NZU Tax Payment	-167,208		-167,208											
FINANCIAL & STANDING CHARGES Total	-185,288		-167,673			-600		-17,015						
FIN YEAR SURPLUS Total	672	156,970	-129,263	-5,203	-1,801	-3,678	-1,028	-21,043	18,597	-3,720	-6,728	-1,403	-1,028	
GST														
GST														
General	9,570							3,936						5,634
Gst Component	-9,569	-1,536	-308	-873	-270	-552	-397	-3,156	-210	-651	-1,009	-210	-397	
GST Refund	5,019	5,019												
GST Total	5,020	3,483	-308	-873	-270	-552	-397	780	-210	-651	-1,009	-210	-397	5,634
GST Total	5,020	3,483	-308	-873	-270	-552	-397	780	-210	-651	-1,009	-210	-397	5,634
Opening Balance	7,322	7,322	167,775	38,204	32,128	30,057	25,827	24,402	4,139	22,526	18,155	10,418	8,805	7,380
Closing Balance	7,380	167,775	38,204	32,128	30,057	25,827	24,402	4,139	22,526	18,155	10,418	8,805	7,380	13,014

Notes to the Budget

Fencing - repair section of Munro/Newton Boundary - carried over from last year

Weed control - Spray Laneway and Trackside Blackberry

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 - 24,311. Estimated sale of units 2,000 @ \$20 in April & 1,000 @ \$20 in October

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)