

AGENDA

TOTARA VALLEY FOREST PARTNERSHIP

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NOTICE OF MEETING AND FOREST VISIT

The meeting and forest visit of Totara Valley 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

Totara Valley 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	171,981	121,981		20,000				30,000						
INCOME Total	172,041	121,986	5	20,005	5	5	5	30,005	5	5	5	5	5	
FOREST EXPENSES														
Emissions Trading	-300											-300		
Forest Management	-9,515	-650	-650	-650	-650	-650	-650	-1,150	-1,385	-1,070	-650	-710	-650	
FOREST EXPENSES Total	-9,815	-650	-650	-650	-650	-650	-650	-1,150	-1,385	-1,070	-650	-1,010	-650	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Repairs & Maint														
Bridges	-3,300							-2,500		-800				
Tracking	-3,500								-3,500					
Repairs & Maint Total	-6,800							-2,500	-3,500	-800				
Weed & Pest														
Weed	-1,000									-1,000				
Weed & Pest Total	-1,000									-1,000				
OPERATION EXPENSES Total	-8,100							-2,500	-3,500	-2,100				
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 Ins	-841							-841						
Tree Fire & Wind	-10,833							-10,833						
Insurance Total	-11,674							-11,674						
Legal Fees	-600					-600								
Rates	-6,456			-1,614			-1,614			-1,614			-1,614	
Valuation	-465		-465											
NZU Disbursement	-121,981		-121,981											
FINANCIAL & STANDING CHARGES Total	-141,176	-122,446	-1,614	-1,614	-600	-1,614	-11,674	-1,614	-6,162	-1,028	-1,763	-1,614	-2,642	
FIN YEAR SURPLUS Total	-2,351	120,483	-124,036	13,183	-2,551	-3,678	-2,642	14,298	-5,813	-6,162	-1,028	-1,763	-2,642	
GST														
GST														
General	7,521							2,736						4,785
Gst Component	-7,521	-225	-308	-873	-383	-552	-396	-2,324	-872	-774	-154	-264	-396	
GST Refund	3,621	3,621												
GST Total	3,621	3,396	-308	-873	-383	-552	-396	412	-872	-774	-154	-264	-396	4,785
GST Total	3,621	3,396	-308	-873	-383	-552	-396	412	-872	-774	-154	-264	-396	4,785
Opening Balance	6,645	6,645	130,524	6,180	18,490	15,556	11,326	8,288	22,998	16,313	9,377	8,195	6,168	3,130
Closing Balance	3,130	130,524	6,180	18,490	15,556	11,326	8,288	22,998	16,313	9,377	8,195	6,168	3,130	7,915

Notes to the Budget

Weed Control - trackside blackberry spraying

Bridge - Clean down bridge deck

Bridge Certification - five yearly loading certification

Prepare and file voluntary emissions return

The above expenditure is estimated

Liability Free NZU Balance at 1 March 2018 - 57,673. Estimated sale of 1000 units @ \$20 in May and 1500 units in September

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)