FOREST VISIT AND MEETING PROGRAMME

ARBORFIELD FOREST PARTNERSHIP

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NOTICE OF MEETING AND FOREST VISIT

The meeting and forest visit of the above Forest Partnership will be held at the East Pier Hotel, 50 Nelson Quay, Napier on Monday 29th April 2019 commencing at 8.30am.

This is held in conjunction with Arborfield, Augusta, Castle Peak, Stone House, Totara Valley, Haroldene, Kaheka 1, Kaheka 2, Waipapa Forest Partnerships and Granity Forest Limited.

PROGRAMME

8.30 - 8.45am Registration and morning tea
8.45 - 9.00am Welcome

The days programme will include a forest visit, presentation (for selected forests) and AGM. Timing of these will be flexible. Lunch will be served around 12:30 to 1pm

The forest visit will proceed regardless of the weather, so please bring warm clothing, wet weather gear and suitable footwear that will handle mud and wet grass.

AGM AGENDA

1. **Appointment of Chairperson**
2. **Apologies and Proxies**
3. **Confirmation of Minutes from previous AGM**
4. **Matters arising from Minutes**
5. **Receive the Reports, Valuation and Draft Financial Statements**
6. **Consider and adopt the Public Liability Insurance**
7. **Receive and adopt the 2019-2020 Budget Cashflow**
8. **General Business**

DOCUMENTS

The following documents are included with the Agenda:

- Attendance/ Apology / Proxy form *(can be completed online)*
- Budget Cashflow Statement for the Year Ending 29 February 2020

The Forest Reports, Valuation and Draft Financial Statements will be distributed as soon as they are available.

ATTENDANCE/ APOLOGY / PROXY FORM

Please return the completed form to our office by Wednesday 17th 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
- **Mail** to Roger Dickie (NZ) Ltd, PO Box 43, WAVERLEY 4544

Arborfield Forest Partnership
Budget Cash Flow Statement
Year Ending 29 February 2020

	Total	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Period End
INCOME														
Term Deposit Drawdown	70,000					70,000								
INCOME Total	70,000					70,000								
FOREST EXPENSES														
Forest Management	-9,380	-650	-650	-650	-650	-1,010	-650	-950	-1,450	-710	-650	-650	-710	
Emissions Trading	-300												-300	
PSP Data Project	-1,500							-1,500						
FOREST EXPENSES Total	-11,180	-650	-650	-650	-650	-1,010	-650	-2,450	-1,450	-710	-650	-650	-1,010	
OPERATION EXPENSES														
Fire Protection	-300									-300				
R & M Tracking	-4,000								-4,000					
Pest Control	-1,800					-1,800								
OPERATION EXPENSES Total	-6,100					-1,800			-4,000	-300				
ADMINISTRATION EXPENSES														
Accountancy Fees	-2,845			-2,845										
Administration	-4,680	-390	-390	-390	-390	-390	-390	-390	-390	-390	-390	-390	-390	
Audit Fee	-1,625					-1,625								
Bank Fees	-150	-40	-10	-10	-10	-10	-10	-10	-10	-10	-10	-10	-10	
Statutory Supervisor	-1,500		-375			-375			-375			-375		
Compliance	-636			-386		-250								
Companies Office	-305				-223				-82					
Subscriptions	-598	-550					-23				-25			
Meeting Costs	-1,000				-1,000									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-15,339	-980	-775	-4,631	-1,623	-2,650	-423	-400	-857	-1,400	-425	-775	-400	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-642							-642						
Tree Fire & Wind Insurance	-25,013							-25,013						
Legal Fees	-600					-600								
Rates	-5,889			-955			-955			-955		-2,069	-955	
Valuation	-725		-725											
Interest	181	7	9	8	4	2	39	38	20	16	14	13	11	
FINANCIAL & STANDING CHARGES Total	-32,688	7	-716	-947	4	-598	-916	-25,617	20	-939	14	-2,056	-944	
FIN YEAR SURPLUS Total	4,693	-1,623	-2,141	-6,228	-2,269	63,942	-1,989	-28,467	-6,287	-3,349	-1,061	-3,481	-2,354	
GST														
GST	15,440	5,939						2,893						6,608
GST Component	-9,501	-238	-321	-784	-339	-908	-303	-4,274	-945	-353	-160	-523	-353	
GST Total	5,939	5,701	-321	-784	-339	-908	-303	-1,381	-945	-353	-160	-523	-353	6,608
Opening Balance	11,751	11,751	15,829	13,367	6,355	3,747	66,781	64,489	34,641	27,409	23,707	22,486	18,482	15,775
Closing Balance	15,775	15,829	13,367	6,355	3,747	66,781	64,489	34,641	27,409	23,707	22,486	18,482	15,775	22,383

The above expenditure is estimated

Balances - 1 March 2019
Liability Free NZU's -30,441 NZU's
Term Deposit - $344,856.60 (Current Interest Rate 2.65% 90 days)

Funds Required
Estimated drawdown from Term Deposit - $70,000 in July

Notes to the Budget
Emissions Trading - Prepare and file voluntary emissions return
PSP Data Project - Re-measure permanent sample plots x 5
Pest Control – Possum poisoning

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)