

AGENDA

BAYVIEW FOREST PARTNERSHIP

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NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Bayview Forest Partnership will be held at the Eskview Rugby Club Rooms on Saturday 16th April 2015 commencing at 11.00am.

PROGRAMME

10.45 – 11.00 am	Registration and Morning Tea
11.00 – 1.00 pm	Welcome - AGM and Harvest Planning discussion
1.00 – 1.45 pm	Lunch at club rooms

Afternoon – optional visit to your forest

If you intend to visit the forest 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. Reports and Financial Statements - 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 29 February 2016 – To be approved by online voting once audited. (see note)
8. To consider and adopt the Public Liability Insurance
9. To receive and adopt the 2016-2017 Budget Cashflow
10. General Business – Harvest Planning

PROXY VOTING

Please complete the Proxy Form and return to our office by Wednesday 13th April:

- **Vote on-line** via the link to the Proxy (as sent to you via email); or
 - **Scan and email** to abbey@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.
 - **NOTE:** Previously, financial statements were passed 'subject to audit' however, under new FMCA rules only audited accounts can be approved. As audits will not be completed prior to the AGM, draft accounts will be distributed and discussed.
Audited accounts will then be distributed and partners will be asked to approve the accounts via online voting. In the unlikely event there is any change from the draft accounts partners will be advised.

DOCUMENTS

The following documents are included with the Agenda:

- Proxy Form (*can be completed online*)
- Budget Cashflow Statement for the Year Ending 28 February 2017
- Partnership Listing (Please advise any address changes both postal and email)

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.**

Please advise if you are flying into Napier from Wellington or Auckland, we can arrange to collect you.

DIRECTIONS TO ESKVIEW RUGBY CLUB ROOMS

As you travel from Napier along State Highway 2 towards Bayview, Onehunga Road is the first road on the left past the airport and the Eskview Rugby Club Rooms are located 430 metres on the right hand side.

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, cursive script.

Roger Dickie

Bayview Forest Partnership

Budget Cash flow Statement

Year Ending 28 February 2017

Cash flow is in NZ\$ and GST Exclusive													
	TOTAL	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
OPENING BALANCE	12,246												
INCOME													
Credit Interest	720	20	20	20	500	20	20	20	20	20	20	20	20
Insurance Fund	11,835								11,835				
Sale of NZU's	67,500				67,500								
TOTAL INCOME	80,055	20	20	20	68,000	20	20	20	11,855	20	20	20	20
EXPENDITURE													
Forest Expenses													
ETS deregistration	640										640		
Forest Management	15,402	600	1,044	900	3,370	760	4,770	600	660	770	728	600	600
Harvest Inventory	20,850						20,850						
Harvest Plan	13,850				13,850								
Mapping	800					800							
Plotting PSP	1,500			1,500									
Lidar	2,220		2,220										
Operation Expenses													
Fire Protection/Training/Levy	300								300				
Weed Control	850									850			
Administration Expenses													
Accountancy Fees	2,695			2,695									
Administration	4,320		360	360	360	360	360	360	360	360	360	360	720
Audit Fees	1,575					1,575							
Bank Fees	90	35	5	5	5	5	5	5	5	5	5	5	5
Contingencies	2,000					1,000						1,000	
Meeting Costs	300				300								
Statutory Supervisor	1,250		625						625				
Subscriptions	90		25			20			45				
Financial & Standing Charges													
Insurance - Fire & Public Liability	12,236							401	11,835				
Legal Fees	600					600							
Rates	4,634			1,158			1,158			1,158			1,158
Valuation	290		290										
Other Expenses													
GST (refund)	(1,476)	(1,476)											
TOTAL EXPENDITURE	85,016	(841)	4,569	6,618	17,885	5,120	27,143	1,366	13,830	3,143	1,733	1,965	2,483
BALANCE	7,286	13,107	8,558	1,960	52,075	46,975	19,852	18,506	16,531	13,407	11,694	9,749	7,286

Notes to the Budget

- Accounting Fees - Email quote from Moore Stephens Markhams 03/02/2016
- Audit Fees - Email quote from Silks 02/02/2016
- Statutory Supervisor - Same as previous year
- Tree Crop insurance - Last years premium + 2%
- Public Liability insurance - Same as last years premium (\$401)
- Legal Fees - Deed of Participation & other, for FMCA compliance
- Liability Free NZU balance at 1 March 2016 - 54,954 (7,500 to be sold @ \$9.00)
- Insurance Fund balance as at 1 March 2016 - \$28,284.00
- Pre harvest plots quoted at \$150.00 per plot and 1 every 2 hectares
- Lidar - 277ha @ \$8/ha
- Harvest Planning - 277ha x \$50.00
- Road lining revenue covers initial harvest roading based on 600T @ \$60.00 - 8.5ha
- Cost of shared access split between road users
- Additional mapping cost covered by management fee