AGENDA

BELMONT FOREST PARTNERSHIP

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NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given the Annual General Meeting of Belmont Forest Partnership will be held at the Wairoa Yacht Club on Sunday 10th April 2016 commencing at 8.30am.

This is held in conjunction with Ashdown, Brentwood, Castle Rock, Crosswood, Dashwood, Hereford, Highgate, Hunter Valley, Kingswood, Long Ridge, Malthouse, Millbrook, Ormsby, Richmond, Turnbridge, Wellwood, Winchester and Windermere Forest Partnerships.

PROGRAMME

8.30 - 8.45am	Registration and morning tea
8.45 - 9-00am	Welcome & opening of meeting
9.00 - 12.30pm	Forest visits – meeting continues
12.30 - 1.30pm	Lunch at the Hall
1.00 onwards	Afternoon session of the meeting continues

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. 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

PROXY VOTING

Please complete the Proxy Form and return to our office by Wednesday 6th 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.

- 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.**

DIRECTIONS

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.

I look forward to seeing you all at the AGM.

Regards

Roger Dickie

Belmont 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	**2,186**												
INCOME													
Credit Interest	**720**	20	20	20	500	20	20	20	20	20	20	20	20
Insurance Fund	**11,667**								11,667				
Sale of NZU's	**40,500**		40,500										
TOTAL INCOME	**52,887**	**20**	**40,520**	**20**	**500**	**20**	**20**	**20**	**11,687**	**20**	**20**	**20**	**20**
EXPENDITURE													
Forest Expenses													
ETS deregistration	**640**										640		
Forest Management	**8,748**	600	600	1,100	600	600	600	600	660	1,300	888	600	600
Plotting x4	**1,000**			1,000									
Operation Expenses													
Fire Protection/Training/Levy	**300**								300				
Pest Control	**1,500**			1,500									
R&M Tracks	**3,500**									3,500			
Weed Control	**800**										800		
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**					1575							
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	**12,068**							401	11,667				
Legal Fees	**600**					600							
Rates	**6,344**			1,586			1,586			1,586			1,586
Valuation	**290**		290										
Other Expenses													
GST (refund)	**(2,682)**	(2,682)											
TOTAL EXPENDITURE	**45,428**	**(2,047)**	**1,905**	**8,246**	**1,265**	**4,160**	**2,551**	**1,366**	**13,662**	**6,751**	**2,693**	**1,965**	**2,911**
BALANCE	**9,645**	**4,253**	**42,868**	**34,642**	**33,877**	**29,737**	**27,206**	**25,860**	**23,885**	**17,154**	**14,481**	**12,536**	**9,645**

Notes to the Budget

1. Accounting Fees - Email quote from Moore Stephens Markhams 03/02/2016
2. Audit Fees - Email quote from Silks 02/02/2016
3. Statutory Supervisor - Same as previous year
4. Tree Crop insurance - Last years premium + 2%
5. Public Liability insurance - Same as last years premium ($401)
6. Legal Fees - Deed of Participation & other, for FMCA compliance
7. Liability Free NZU balance at 1 March 2016 -54,489 (4,500 to be sold @ $9.00)
8. Insurance Fund balance as at 1 March 2016 - $28,178.00
9. Possums coming out of the AHB control