FOREST VISIT AND MEETING PROGRAMME

FAIRWAYFOREST 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 Patutahi Community Hall, Biggs Street, Patutahi 24th April 2019 commencing at 8.30am.

This is held in conjunction with Chatswood, Eastwood, Fleetwood, Glen Alvon, Heywood, Monterey, Pine Ridge, Portobello, Windsor, Woodside, Young Nicks, Greenwood LP, Eagle, Fairway, Greens, Links and Stableford Forest Partnerships.

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

Fairway 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	50,000					25,000			25,000					
INCOME Total	50,000					25,000			25,000					
FOREST EXPENSES														
Emissions Trading	-300												-300	
Forest Management	-10,783	-1,850	-650	-650	-650	-650	-770	-650	-1,150	-1,753	-650	-650	-710	
PSP Data Project	-600						-600							
FOREST EXPENSES Total	-11,683	-1,850	-650	-650	-650	-650	-1,370	-650	-1,150	-1,753	-650	-650	-1,010	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Fences & Yards	-6,000	-6,000												
R & M Tracking	-5,000									-5,000				
Pest Control	-2,500								-2,500					
OPERATION EXPENSES Total	-13,800	-6,000							-2,500	-5,300				
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	-1,041	-550				-23			-253	-215				
Meeting Costs	-600				-600									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-15,382	-980	-775	-4,631	-1,223	-2,673	-400	-400	-1,110	-1,615	-400	-775	-400	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-642							-642						
Tree Fire & Wind Insurance	-14,071							-14,071						
Legal Fees	-600					-600								
Rates	-7,420			-1,855			-1,855			-1,855			-1,855	
Valuation	-725		-725											
Interest	112	14	10	9	4	3	15	13	4	16	9	8	7	
FINANCIAL & STANDING CHARGES Total	-23,346	14	-715	-1,846	4	-597	-1,840	-14,700	4	-1,839	9	8	-1,848	
FIN YEAR SURPLUS Total	-14,211	-8,816	-2,140	-7,127	-1,869	21,080	-3,610	-15,750	20,244	-10,507	-1,041	-1,417	-3,258	
GST														
GST	13,908	4,582						3,967						5,359
GST Component	-9,324	-1,318	-321	-919	-279	-587	-542	-2,363	-712	-1,427	-156	-212	-488	
GST Total	4,584	3,264	-321	-919	-279	-587	-542	1,604	-712	-1,427	-156	-212	-488	5,359
Opening Balance	23,375	23,375	17,823	15,362	7,316	5,168	25,661	21,509	7,363	26,895	14,961	13,764	12,135	8,389
Closing Balance	8,389	17,823	15,362	7,316	5,168	25,661	21,509	7,363	26,895	14,961	13,764	12,135	8,389	13,748

The above expenditure is estimated

Liability Free NZU's - 24,317 NZU's
Term Deposit - $277,501.29 (Current Interest Rate 2.65% 90 days)

Funds Required
Estimated Drawdown from Term Deposit - $25,000 in July and $25,000 in October

Notes to the Budget
Emissions Trading - Prepare and file voluntary emissions return
PSP Data Project - Re-measure permanent sample plots x 2
Fencing - repairs to Burgess boundary fence
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)