

AGENDA

FLEETWOOD FOREST PARTNERSHIP

PO Box 43 WAVERLEY 4544 Tel +64 6 346 5329
Fax +64 6 346 5369 Email: invest@rogerdickie.co.nz

NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Fleetwood Forest Partnership will be held at the Patutahi Community Hall on Saturday 9th April 2016 commencing at 8.30am.

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

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.**

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

DIRECTIONS

The Patutahi Hall is located on Biggs St in the Patutahi township. Those travelling from Awapuni Rd, Gisborne, turn onto Wharerata Rd (SH2) and at the roundabout take the 3rd exit onto Wharekopae Rd. Turn right onto Patutahi Rd, then left at Atkins Rd. Turn right into Biggs St.

I look forward to seeing you all at the AGM.

Regards



Roger Dickie

Fleetwood 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	4,702												
INCOME													
Credit Interest	720	20	20	20	500	20	20	20	20	20	20	20	20
Insurance Fund	13,027								13,027				
Sale of NZU's	40,500			40,500									
TOTAL INCOME	54,247	20	20	40,520	500	20	20	20	13,047	20	20	20	20
EXPENDITURE													
Forest Expenses													
ETS Return	300											300	
Forest Management	9,430	810	700	600	600	600	600	630	1,200	1,830	600	660	600
Operation Expenses													
Fire Protection/Training/Levy	300							150		150			
Pest Control	1,000									1,000			
R&M Fences/Gates/Yards	2,500		500						2,000				
R&M Tracks	5,350	350								5,000			
Weed Control	1,700	700							1,000				
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	13,428							401	13,027				
Legal Fees	600					600							
Rates	7,455			1,864			1,864			1,864			1,864
Valuation	290		290										
Other Expenses													
GST (refund)	(2,960)	(2,960)											
TOTAL EXPENDITURE	51,713	(1,065)	2,505	5,524	1,265	4,160	2,829	1,546	18,262	10,209	965	2,325	3,189
BALANCE	7,235	5,787	3,302	38,298	37,533	33,393	30,584	29,058	23,843	13,654	12,709	10,404	7,235

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 - 69,084 (4,500 to be sold @ \$9.00)
- Insurance Fund balance as at 1 March 2016 - \$29,448.00
- Weed: More cutting of banana passion fruit along road edge, council are still on case to continue to clean up.
- Fence: Roger White general clean along boundary a few spots that need the odd post and a strain. This is to continue on from last year.
- Fence: Candy Sections in stand 08.0 10 Chain@ \$8.00 per metre