FOREST VISIT AND MEETING PROGRAMME

HEYWOOD 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 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

Heywood 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	55,000			30,000				25,000						
INCOME Total	55,000			30,000				25,000						
FOREST EXPENSES														
Emissions Trading	-300												-300	
Forest Management	-9,627	-1,815	-650	-650	-650	-650	-650	-650	-650	-1,252	-650	-650	-710	
FOREST EXPENSES Total	-9,927	-1,815	-650	-650	-650	-650	-650	-650	-650	-1,252	-650	-650	-1,010	
OPERATION EXPENSES														
Fire Protection	-300									-300				
R & M Tracking	-5,025	-5,025												
Weed Control	-800	-800												
Pest Control	-2,500									-2,500				
OPERATION EXPENSES Total	-8,625	-5,825								-2,800				
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	-1,032	-550					-23		-249	-210				
Meeting Costs	-600				-600									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-15,373	-980	-775	-4,631	-1,223	-2,650	-423	-400	-1,106	-1,610	-400	-775	-400	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-642							-642						
Tree Fire & Wind Insurance	-18,933							-18,933						
Legal Fees	-600					-600								
Rates	-8,784			-2,196			-2,196			-2,196			-2,196	
Valuation	-725		-725											
Interest	134	11	7	5	18	16	14	12	15	13	8	8	7	
NZU Tax Payment	-2,881	-2,881												
FINANCIAL & STANDING CHARGES Total	-32,431	-2,870	-718	-2,191	18	-584	-2,182	-19,563	15	-2,183	8	8	-2,189	
FIN YEAR SURPLUS Total	-11,356	-11,490	-2,143	22,528	-1,855	-3,884	-3,255	4,387	-1,741	-7,845	-1,042	-1,417	-3,599	
GST														
GST	13,729	4,510						3,930						5,289
GST Component	-9,218	-1,287	-321	-970	-279	-584	-489	-3,092	-262	-1,027	-156	-212	-539	
GST Total	4,511	3,223	-321	-970	-279	-584	-489	838	-262	-1,027	-156	-212	-539	5,289
Opening Balance	19,427	19,427	11,160	8,696	30,254	28,120	23,652	19,908	25,133	23,130	14,258	13,060	11,431	7,293
Closing Balance	7,293	11,160	8,696	30,254	28,120	23,652	19,908	25,133	23,130	14,258	13,060	11,431	7,293	12,582

The above expenditure is estimated

Balances - 1 March 2019
Liability Free NZU's - 21,966 NZU's
Term Deposit - $212,005.56 (Current Interest Rate 2.65% 90 days)

Funds Required
Estimated Drawdown from Term Deposit - $30,000 in May and $25,000 in September

Notes to the Budget
Emissions Trading - Prepare and file voluntary emissions return
Weed control - Cutting and spraying willow regrowth
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)