

ANNUAL GENERAL MEETING

HEYWOOD FOREST PARTNERSHIP

PO Box 43 WAVERLEY 4544 Tel +64 6 346 5329

Fax +64 6 346 5369 Email: invest@rogerdickie.co.nz

NOTICE OF MEETING

The Annual General Meeting of Heywood Forest Partnership will be held via teleconference on Wednesday 15th July 2020 commencing at 4:00 PM.

AGM AGENDA

- 1. Confirmation of Chairperson**
- 2. Apologies**
- 3. Confirmation of Minutes from previous AGM**
- 4. Matters arising from Minutes**
- 5. Consideration of the Forest Reports and Tree Crop Valuation**
- 6. Consideration of the Draft Financial Statements**
- 7. Adoption of the Public Liability Insurance**
- 8. Approval of the 2020-2021 Budget Cashflow**
- 9. General Business**

DOCUMENTS

The following documents are included with the Agenda:

- Attendance/ Apology / Proxy / Voting form (*can be completed online*)
- Budget Cashflow Statement for the Year Ending 28 February 2021
- Forest Reports and Tree Crop Valuation
- Draft Financial Statements (*previously circulated*)

ATTENDANCE / APOLOGY / PROXY / VOTING FORM

Please return the completed form to our office by 14th July 2020

- **Vote online** via the link sent to you via email; or
- **Scan and email** to invest@rogerdickie.co.nz; or
- **Mail** to Roger Dickie (NZ) Ltd, PO Box 43, WAVERLEY 4544

TELECONFERENCE INSTRUCTIONS

If you indicate that you are going to attend the teleconference meeting, we will send you dial-in instructions before the meeting.

Heywood Forest Partnership

Budget Cash Flow Statement

Year Ending 28 February 2021

	Total	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Period End
INCOME														
Term Deposit Drawdown	65,000					35,000			30,000					
INCOME Total	65,000					35,000			30,000					
FOREST EXPENSES														
Emissions Trading	-300												-300	
Forest Management	-9,531	-650	-650	-650	-650	-890	-650	-650	-721	-2,010	-650	-650	-710	
PSP's	-1,200					-1,200								
FOREST EXPENSES Total	-11,031	-650	-650	-650	-650	-2,090	-650	-650	-721	-2,010	-650	-650	-1,010	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Tracking	-4,000									-4,000				
Pest	-2,500									-2,500				
OPERATION EXPENSES Total	-6,800									-6,800				
ADMINISTRATION EXPENSES														
Accountancy Fees	-2,900			-2,900										
Administration	-4,860	-405	-405	-405	-405	-405	-405	-405	-405	-405	-405	-405	-405	
Audit Fee	-1,675					-1,675								
Bank Fees	-150	-40	-10	-10	-10	-10	-10	-10	-10	-10	-10	-10	-10	
Statutory Supervisor	-1,532		-383			-383			-383			-383		
Compliance	-1,033				-694	-339								
Companies Office	-308					-223			-85					
Subscriptions	-1,016		-615			-13	-9		-355			-24		
Meeting Costs	-600				-600									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-16,074	-445	-1,413	-4,315	-1,709	-3,048	-424	-415	-1,238	-1,415	-415	-822	-415	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-858							-858						
Tree Fire & Wind Insurance	-28,904							-28,904						
Legal Fees	-600		-600											
Rates	-8,964		-2,241			-2,241			-2,241			-2,241		
Valuation	-709		-709											
Interest	20	2	2	2	1	1	3	3		2	2	1	1	
FINANCIAL & STANDING CHARGES Total	-40,015	2	-3,548	2	1	-2,240	3	-29,759	-2,241	2	2	-2,240	1	
FIN YEAR SURPLUS Total	-8,920	-1,093	-5,611	-4,963	-2,358	27,622	-1,071	-30,824	25,800	-10,223	-1,063	-3,712	-1,424	
GST														
GST	16,607	5,839						3,209						7,559
GST Component	-10,766	-158	-840	-593	-352	-1,105	-160	-4,623	-628	-1,382	-158	-555	-212	
GST Total	5,841	5,681	-840	-593	-352	-1,105	-160	-1,414	-628	-1,382	-158	-555	-212	7,559
Opening Balance	21,607	21,607	26,195	19,744	14,188	11,478	37,995	36,764	4,526	29,698	18,093	16,872	12,605	10,969
Closing Balance	10,969	26,195	19,744	14,188	11,478	37,995	36,764	4,526	29,698	18,093	16,872	12,605	10,969	18,528

The above income & expenditure figures are estimated and are for budgeting purposes only

Liability Free NZU's - 21,966 NZU's
Term Deposit - \$ 144,848.00 (Current Interest Rate 1.75% 90 days)

Funds Required
Estimated Drawdown from Term Deposit - \$35,000 in July and \$30,000 in October

Notes to Budget
Remeasure 4 PSPs
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)