FOREST VISIT AND MEETING PROGRAMME

HIGHGATE 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 Wairoa War Memorial Hall, 93 Queens Street, Wairoa on Friday 26th April 2019 commencing at 8.30am.

This is held in conjunction with Ashdown, Brentwood, Hereford, Long Ridge, Richmond, Turnbridge, Winchester, Kingswood, Wellwood, Highgate, Hyde Park Forest Partnerships and Woodleigh forest limited.

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

Highgate 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	75,000			45,000				30,000						
INCOME Total	75,000			45,000				30,000						
FOREST EXPENSES														
Forest Management	-11,602	-1,450	-1,650	-650	-650	-650	-950	-1,450	-650	-752	-1,450	-650	-650	
PSP Data Project	-1,500						-1,500							
FOREST EXPENSES Total	-13,102	-1,450	-1,650	-650	-650	-650	-2,450	-1,450	-650	-752	-1,450	-650	-650	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Fences & Yards	-9,000	-4,000	-5,000											
R & M Tracking	-4,000										-4,000			
Weed Control	-1,500							-1,500						
Pest Control	-2,500							-2,500						
OPERATION EXPENSES Total	-17,300	-4,000	-5,000					-4,000		-300	-4,000			
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	-1,031	-550					-23		-248	-210				
Meeting Costs	-600				-600									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-15,372	-980	-775	-4,631	-1,223	-2,650	-423	-400	-1,105	-1,610	-400	-775	-400	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-642							-642						
Tree Fire & Wind Insurance	-19,903							-19,903						
Legal Fees	-600					-600								
Rates	-13,648			-3,096			-3,096			-3,096		-1,264	-3,096	
Interest	162	9	8	2	23	22	19	15	18	17	13	9	7	
Valuation	-725		-725											
FINANCIAL & STANDING CHARGES Total	-35,356	9	-717	-3,094	23	-578	-3,077	-20,530	18	-3,079	13	-1,255	-3,089	
FIN YEAR SURPLUS Total	-6,130	-6,421	-8,142	36,625	-1,850	-3,878	-5,950	3,620	-1,737	-5,741	-5,837	-2,680	-4,139	
GST	17,583	5,712						5,041						6,830
GST Component	-11,871	-958	-1,221	-1,105	-279	-584	-894	-3,958	-262	-712	-876	-402	-620	
GST Total	5,712	4,754	-1,221	-1,105	-279	-584	-894	1,083	-262	-712	-876	-402	-620	6,830
Opening Balance	14,787	14,787	13,120	3,757	39,277	37,148	32,686	25,842	30,545	28,546	22,093	15,380	12,298	7,539
Closing Balance	7,539	13,120	3,757	39,277	37,148	32,686	25,842	30,545	28,546	22,093	15,380	12,298	7,539	14,369

The above expenditure is estimated

Liability Free NZU's - 24,311 NZU's
Term Deposit - $260,481.59 (Current Interest Rate 2.65% 90 days)

Funds Required
Estimated Drawdown from Term Deposit - $45,000 in May and $30,000 in September

Notes to the Budget
PSP Data Project – Re-measure permanent sample plots x 5
Fencing - Bulldoze line and replace Newton and Munroe boundary fences
Weed control - Spray Blackberry
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)