

AGENDA

PORTOBELLO FOREST PARTNERSHIP

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NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Portobello 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, Fleetwood, Glen Alvon, Greens, Heywood, Links, Monterey, Pine Ridge, 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.
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- 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

Portobello 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	7,700												
INCOME													
Credit Interest	720	20	20	20	500	20	20	20	20	20	20	20	20
Insurance Fund	10,064								10,064				
Sale of NZU's	31,500			31,500									
TOTAL INCOME	42,284	20	20	31,520	500	20	20	20	10,084	20	20	20	20
EXPENDITURE													
Forest Expenses													
ETS deregistration	640										640		
Forest Management	8,878	950	600	600	600	600	1,450	720	800	630	728	600	600
Plotting PSPs x 4	1,000								1,000				
Operation Expenses													
Fire Protection/Training/Levy	300							150		150			
Pest Control	750						750						
R&M Fences/Gates/Yards	1,500	1,500											
R&M Tracks	3,750	250					3,500						
Weed Control	450							450					
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					1575							
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	10,465							401	10,064				
Legal Fees	600					600							
Rates	5,584			1,396			1,396			1,396			1,396
Valuation	290		290										
Other Expenses													
GST (refund)	(1,513)	(1,513)											
TOTAL EXPENDITURE	45,014	1,222	1,905	5,056	1,265	4,160	7,461	2,086	12,899	2,541	1,733	1,965	2,721
BALANCE	4,969	6,497	4,612	31,076	30,311	26,171	18,730	16,664	13,849	11,328	9,615	7,670	4,969

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 - 46,125 (3,500 to be sold @ \$9.00)
- Insurance Fund balance as at 1 March 2016 - \$22,071
- Fencing - Craig Browlie to do a section under his house
- Weeds - Spraying black berry