

MEETING PROGRAMME

ROXBURGH FOREST PARTNERSHIP

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NOTICE OF MEETING

The AGM of Roxburgh Forest Partnership will be held at the East Pier Hotel, 50 Nelson Quay, Napier on Monday 29th April 2019 at 1pm (After lunch).

12.00 - 12.30pm Registration and refreshments

12.30 - 1.00pm Lunch

1.00 Meeting

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

Date Range: 01 Mar 19 to 29 Feb 20

Roxburgh 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
Call per 2% Share														
INCOME														
Share Calls	20,000						417.25							
INCOME Total	20,000						20,000							
ADMINISTRATION EXPENSES														
Accountancy Fees	-2,845			-2,845										
Administration	-3,096	-258	-258	-258	-258	-258	-258	-258	-258	-258	-258	-258	-258	
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	-708	-660					-23				-25			
Meeting Costs	-1,000				-1,000									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-13,865	-958	-643	-4,499	-1,491	-2,518	-291	-268	-725	-1,268	-293	-643	-268	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-642							-642						
Tree Fire Wind Insurance	-2,601							-2,601						
Legal Fees	-600					-600								
Rates	-1,543			-348			-348		-151	-348			-348	
Valuation	-725		-725											
Interest	125	11	11	10	7	6	4	15	13	13	12	12	11	
FINANCIAL & STANDING CHARGES Total	-5,986	11	-714	-338	7	-594	-344	-3,228	-138	-335	12	12	-337	
FIN YEAR SURPLUS Total	149	-947	-1,357	-4,837	-1,484	-3,112	19,365	-3,496	-863	-1,603	-281	-631	-605	
GST														
GST	3,665	991						1,700						974
GST Component	-2,674	-138	-204	-576	-222	-466	-94	-525	-130	-91	-42	-95	-91	
GST Total	991	853	-204	-576	-222	-466	-94	1,175	-130	-91	-42	-95	-91	974
Opening Balance	18,396	18,396	18,302	16,741	11,328	9,622	6,044	25,315	22,994	22,001	20,307	19,984	19,258	18,562
Closing Balance	18,562	18,302	16,741	11,328	9,622	6,044	25,315	22,994	22,001	20,307	19,984	19,258	18,562	19,536

The above expenditure is estimated

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)