

ANNUAL GENERAL MEETING

ROXBURGH FOREST PARTNERSHIP

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NOTICE OF MEETING

The Annual General Meeting of Roxburgh Forest Partnership will be held via teleconference on Thursday 16th 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.

Roxburgh 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														
Share Call	20,000					20,000								
INCOME Total	20,000					20,000								
OPERATION EXPENSES														
Tracking Maintenance	-3,000	-3,000												
OPERATION EXPENSES Total	-3,000	-3,000												
ADMINISTRATION EXPENSES														
Accountancy Fees	-2,900			-2,900										
Administration	-3,276	-273	-273	-273	-273	-273	-273	-273	-273	-273	-273	-273	-273	
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	-771		-725			-13	-9					-24		
Meeting Costs	-1,000				-1,000									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-14,645	-313	-1,391	-4,183	-1,977	-2,916	-292	-283	-751	-1,283	-283	-690	-283	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-858							-858						
Tree Fire Wind Insurance	-4,783							-4,783						
Legal Fees	-600		-600											
Rates	-1,634			-368			-368	-162		-368			-368	
Valuation	-709		-709											
Interest	14	2	1	1	1		2	2	1	1	1	1	1	
FINANCIAL & STANDING CHARGES Total	-8,570	2	-1,308	-367	1		-366	-5,801	1	-367	1	1	-367	
FIN YEAR SURPLUS Total	-6,215	-3,311	-2,699	-4,550	-1,976	17,084	-658	-6,084	-750	-1,650	-282	-689	-650	
GST														
GST	4,931	1,319						2,254						1,358
GST Component	-3,612	-491	-404	-531	-295	-436	-98	-911	-111	-96	-41	-102	-96	
GST Total	1,319	828	-404	-531	-295	-436	-98	1,343	-111	-96	-41	-102	-96	1,358
Opening Balance	18,081	18,081	15,598	12,495	7,414	5,143	21,791	21,035	16,294	15,433	13,687	13,364	12,573	11,827
Closing Balance	11,827	15,598	12,495	7,414	5,143	21,791	21,035	16,294	15,433	13,687	13,364	12,573	11,827	13,185

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

Funds Required

Share call \$20,000 in July

Notes to Budget

Tracking Maintenance

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)