

AGENDA

ROXBURGH FOREST PARTNERSHIP

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NOTICE OF MEETING AND FOREST VISIT

The meeting for Roxburgh Forest Partnership will be held at the Patutahi Community Hall on Sunday 23rd April 2017 commencing at 8.30am.

PROGRAMME

12.00 - 12.30pm	Registration and refreshments
12.30 - 1.00pm	Lunch at the Club Rooms
1.00 - 3.00pm	Afternoon session of the meeting continues and Roxburgh Forest Partnership meeting

Note: Times are approximate.

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 28 February 2017 – 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 2017-2018 Budget Cashflow
10. General Business

PROXY VOTING

Please complete the Proxy Form and return to our office by Wednesday 19th 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.
- 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 meeting, draft accounts will be distributed and discussed.
Audited accounts will then be distributed and partners will be asked to approve the accounts at the AGM. 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 2018

ATTENDANCE/CATERING

If you are attending the meeting 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 Napier from Wellington or Auckland, we can arrange to collect you.

DIRECTIONS TO PATUTAHU COMMUNITY HALL

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 meeting.

Regards

A handwritten signature in black ink, appearing to read 'Roger Dickie', written in a cursive style.

Roger Dickie

Roxburgh Forest Partnership Budget Cash flow Statement Year Ending 28 February 2018

Cash flow is in NZ\$ and GST Exclusive													
	TOTAL	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
OPENING BALANCE	3,105		Call per 2% Share										
INCOME			550										
Share Calls	27,500		27,500										
Credit Interest	60	5	5	5	5	5	5	5	5	5	5	5	5
TOTAL INCOME	27,560	5	27,505	5	5	5	5	5	5	5	5	5	5
EXPENDITURE													
Forest Expenses													
ETS return	300											300	
Forest Management	2,709	1,059	150	150	150	150	150	150	150	150	150	150	150
Operation Expenses													
Weed Control	1,000									1,000			
Administration Expenses													
Accountancy Fees	2,735			2,735									
Administration	4,320	360	360	360	360	360	360	360	360	360	360	360	360
Audit Fees	1,575					1,575							
Bank Fees	60	5	5	5	5	5	5	5	5	5	5	5	5
Contingencies	2,000			1,000						1,000			
Meeting Costs	350				350								
Statutory Supervisor	1,500		375			375			375			375	
Subscriptions	470	470											
Compliance	3,839		1,600			1,000		1,000		239			
Financial & Standing Charges													
Insurance - Fire & Public Liability	7,385								7,385				
Legal Fees	600					600							
Rates	1,512			378			378			378			378
Valuation	580		580										
Other Expenses													
GST (refund)	0												
TOTAL EXPENDITURE	30,935	1,894	3,070	4,628	865	4,065	893	1,515	8,275	3,132	515	1,190	893
BALANCE	(270)	1,216	25,651	21,028	20,168	16,108	15,220	13,710	5,440	2,313	1,803	618	(270)

Notes to the Budget

1. Forest Management March is for flights and a forest visit by FMNZ.
2. Compliance. \$1600 is expenses related to transitioning to operate under the new Financial Market Conducts Act.
The \$1000 lots is contingencies for expenses moving forward i.e. Registering an encumbrance over the land in favor of the supervisor
3. Legal Fees, not expecting anything.