

AGENDA

SHERWOOD FOREST PARTNERSHIP

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NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Sherwood Forest Partnership will be held at the Putere Accommodation Complex on Friday 8th April 2016 commencing at 9.30am.

This is held in conjunction with Cricklewood, Glenlea, Oak Bridge, Quail Ridge, Stoney River, Woodlands and Hyde Park Forest Partnerships and Woodleigh Forest Ltd.

PROGRAMME

9.30 – 9.45am	Registration and morning tea
9.45 – 10.00am	Welcome & opening of meeting
10.00 - 12.30pm	Forest visit – meeting continues.
12.30 – 1.30pm	Lunch at the Complex
1.30 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.
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.**

DIRECTIONS

The Putere Accommodation Complex is located at 2526 Putere Rd, approx 106km (1 hour 40 mins) from Napier, travelling along (SH2) towards Wairoa. Turn left at the Raupunga township onto Putere Rd or, if travelling from Wairoa, turn right at Raupunga. Follow Putere Rd inwards approx 24km. Farm sign is on the right.

I look forward to seeing you all at the AGM.

Regards



Roger Dickie

Sherwood 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	26,058												
INCOME													
Credit Interest	720	20	20	20	500	20	20	20	20	20	20	20	20
Insurance Fund	8,419								8,419				
Sale of NZU's	13,500									13,500			
TOTAL INCOME	22,639	20	20	20	500	20	20	20	8,439	13,520	20	20	20
EXPENDITURE													
Forest Expenses													
ETS deregistration	640										640		
Forest Management	8,528	640	600	720	640	600	600	640	660	1,500	728	600	600
Plotting PSPs x 3	600			600									
Complex Maintenance	600	200			200			200					
Operation Expenses													
Fire Protection/Training/Levy	300								300				
R&M Tracks	3,500									3,500			
Weed Control	1,000									1,000			
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					1,575							
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	8,820							401	8,419				
Insurance - Buildings	230							230					
Legal Fees	600					600							
Rates	5,496			1,374			1,374			1,374			1,374
Valuation	290		290										
Other Expenses													
GST (refund)	(1,447)	(1,447)											
TOTAL EXPENDITURE	41,477	(572)	1,905	5,754	1,505	4,160	2,339	1,836	10,414	7,739	1,733	1,965	2,699
BALANCE	7,220	26,650	24,765	19,031	18,026	13,886	11,567	9,751	7,776	13,557	11,844	9,899	7,220

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 - 45,788 (1,500 to be sold @ \$9.00)
- Insurance Fund balance as at 1 March 2016 - \$21,729
- Possums staying in AHB control
- Lifestyle block boundary