

FOREST VISIT AND MEETING PROGRAMME

TOTARA VALLEY FOREST PARTNERSHIP

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NOTICE OF MEETING AND FOREST VISIT

The meeting and forest visit of the above Forest Partnership will be held at the East Pier Hotel, 50 Nelson Quay, Napier on Monday 29th April 2019 commencing at 8.30am.

This is held in conjunction with Arborfield, Augusta, Castle Peak, Stone House, Totara Valley, Haroldene, Kaheka 1, Kaheka 2, Waipapa Forest Partnerships and Granity Forest Limited.

PROGRAMME

8.30 - 8.45am Registration and morning tea
8.45 - 9.00am Welcome

The days programme will include a forest visit, presentation (for selected forests) and AGM. Timing of these will be flexible. Lunch will be served around 12:30 to 1pm

The forest visit will proceed regardless of the weather, so please bring warm clothing, wet weather gear and suitable footwear that will handle mud and wet grass.

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

Totara Valley 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
INCOME														
Term Deposit Drawdown	70,000			40,000					30,000					
INCOME Total	70,000			40,000					30,000					
FOREST EXPENSES														
Forest Management	-10,620	-650	-1,250	-1,550	-650	-1,150	-650	-650	-650	-710	-650	-1,350	-710	
Emissions Trading	-300												-300	
PSP Data Project	-600								-600					
FOREST EXPENSES Total	-11,520	-650	-1,250	-1,550	-650	-1,150	-650	-650	-1,250	-710	-650	-1,350	-1,010	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Bridges	-7,500		-3,000	-4,500										
R & M Tracking	-3,500											-3,500		
Pest Control	-2,500					-2,500								
OPERATION EXPENSES Total	-13,800		-3,000	-4,500		-2,500				-300		-3,500		
ADMINISTRATION EXPENSES														
Accountancy Fees	-2,845			-2,845										
Administration	-4,680	-390	-390	-390	-390	-390	-390	-390	-390	-390	-390	-390	-390	
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	-598	-550					-23				-25			
Meeting Costs	-1,000				-1,000									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-15,339	-980	-775	-4,631	-1,623	-2,650	-423	-400	-857	-1,400	-425	-775	-400	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-642							-642						
Tree Fire & Wind Insurance	-14,875							-14,875						
Legal Fees	-600					-600								
Rates	-13,457			-3,067			-3,067			-3,067		-1,189	-3,067	
Valuation	-725		-725											
Interest	146	8	9	5	20	18	14	11	3	19	15	14	10	
NZU Tax Payment	-1,186	-1,186												
FINANCIAL & STANDING CHARGES Total	-31,339	-1,178	-716	-3,062	20	-582	-3,053	-15,506	3	-3,048	15	-1,175	-3,057	
FIN YEAR SURPLUS Total	-1,998	-2,808	-5,741	26,257	-2,253	-6,882	-4,126	-16,556	27,896	-5,458	-1,060	-6,800	-4,467	
GST	15,501	5,179						5,003						5,319
Gst Component	-10,323	-238	-861	-1,911	-339	-1,034	-620	-2,484	-315	-670	-160	-1,021	-670	
GST Total	5,178	4,941	-861	-1,911	-339	-1,034	-620	2,519	-315	-670	-160	-1,021	-670	5,319
Opening Balance	13,794	13,794	15,927	9,325	33,671	31,079	23,163	18,417	4,380	31,961	25,833	24,613	16,792	11,655
Closing Balance	11,655	15,927	9,325	33,671	31,079	23,163	18,417	4,380	31,961	25,833	24,613	16,792	11,655	16,974

The above expenditure is estimated

Balances - 1 March 2019

Liability Free NZU's - 17,366 NZU's

Term Deposit - \$180,041.97 (Current Interest Rate 2.65% 90 days)

Funds Required

Estimated Drawdown from Term Deposit - \$40,000 in May and \$30,000 in October

Notes to the Budget

PSP Data Project – Re-measure permanent sample plots

Bridge Maintenance - Water blast deck between running boards, buff and paint metal structure

Pest control - Possum control

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)