

ANNUAL GENERAL MEETING

TOTARA VALLEY FOREST PARTNERSHIP

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NOTICE OF MEETING

The Annual General Meeting of Totara Valley Forest Partnership will be held via teleconference on Friday 17th July 2020 commencing at 9:00 AM.

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.

Totara Valley 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														
Term Deposit Drawdown	70,000					40,000			30,000					
INCOME Total	70,000					40,000			30,000					
FOREST EXPENSES														
Forest Management	-8,682	-650	-650	-650	-650	-650	-650	-650	-650	-710	-650	-1,412	-710	
Emissions Trading	-300												-300	
FOREST EXPENSES Total	-8,982	-650	-650	-650	-650	-650	-650	-650	-650	-710	-650	-1,412	-1,010	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Tracking	-3,500											-3,500		
OPERATION EXPENSES Total	-3,800									-300		-3,500		
ADMINISTRATION EXPENSES														
Accountancy Fees	-2,900			-2,900										
Administration	-4,860	-405	-405	-405	-405	-405	-405	-405	-405	-405	-405	-405	-405	
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	-971		-615			-13	-9					-334		
Meeting Costs	-1,000				-1,000									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-16,429	-445	-1,413	-4,315	-2,109	-3,048	-424	-415	-883	-1,415	-415	-1,132	-415	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-858							-858						
Tree Fire & Wind Insurance	-24,097							-24,097						
Legal Fees	-600		-600											
Rates	-13,511			-3,058			-3,058			-3,058		-1,279	-3,058	
Valuation	-709		-709											
Interest	20	1	2	1			3	3	1	3	2	2	2	
FINANCIAL & STANDING CHARGES Total	-39,755	1	-1,307	-3,057			-3,055	-24,952	1	-3,055	2	-1,277	-3,056	
FIN YEAR SURPLUS Total	1,034	-1,094	-3,370	-8,022	-2,759	36,302	-4,129	-26,017	28,468	-5,480	-1,063	-7,321	-4,481	
GST														
GST	16,954	6,929						3,298						6,727
GST Component	-10,024	-158	-504	-1,052	-412	-553	-618	-3,902	-228	-671	-158	-1,097	-671	
GST Total	6,930	6,771	-504	-1,052	-412	-553	-618	-604	-228	-671	-158	-1,097	-671	6,727
Opening Balance	14,132	14,132	18,623	14,749	5,675	2,504	38,253	33,506	6,885	35,125	28,974	27,753	19,335	14,183
Closing Balance	14,183	18,623	14,749	5,675	2,504	38,253	33,506	6,885	35,125	28,974	27,753	19,335	14,183	20,910

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

Liability Free NZU's - 17,366 NZU's
Term Deposit - \$112,401.84 (Current Interest Rate 1.75% 90 days)

Funds Required

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

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)