# AGENDA

## WAIPAPA FOREST PARTNERSHIP

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### NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Waipapa Forest Partnership will be held at the Eskview Rugby Club Rooms on Saturday 16th April 2015 commencing at 8.30am.

This is held in conjunction with Kaheka 1 and Kaheka 2 Forest Partnerships.

### PROGRAMME

| | |
|---|---|
| 8.15 - 8.30am | Registration and Morning Tea |
| 8.30 - 10.45am | Welcome - AGM and Harvest Planning discussion |
| 11.00 – 1.00pm | Break (*the Bayview Forest meeting will be held during this time)* |
| 1.00 – 1.45pm | Lunch at the club rooms |

Afternoon - Optional forest visit to the forest

If you intend to visit the forest 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 – Harvest Planning

### PROXY VOTING

Please complete the Proxy Form and return to our office by Wednesday 13th 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 AGM, draft accounts will be distributed and discussed.

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.**

Please advise if you are flying into Napier from Wellington or Auckland, we can arrange to collect you.

## DIRECTIONS TO ESKVIEW RUGBY CLUB ROOMS

As you travel from Napier along State Highway 2 towards Bayview, Onehunga Road is the first road on the left past the airport and the Eskview Rugby Club Rooms are located 430 metres on the right hand side.

I look forward to seeing you all at the AGM.

Regards

Roger Dickie

# Waipapa 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** | **23,782** | | | | | | | | | | | | |
| **INCOME** | | | | | | | | | | | | | |
| Credit Interest | **720** | 20 | 20 | 20 | 500 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| Insurance Fund | **9,972** | | | | | | | | 9,972 | | | | |
| Sale of NZU's | **45,000** | | | | 45,000 | | | | | | | | |
| **TOTAL INCOME** | **55,692** | **20** | **20** | **20** | **45,500** | **20** | **20** | **20** | **9,992** | **20** | **20** | **20** | **20** |
| **EXPENDITURE** | | | | | | | | | | | | | |
| **Forest Expenses** | | | | | | | | | | | | | |
| ETS deregistration | **640** | | | | | | | | | | 640 | | |
| Forest Management | **14,312** | 600 | 1,375 | 600 | 2,939 | 600 | 4,100 | 600 | 660 | 710 | 728 | 800 | 600 |
| Pre Harvest Inventory | **17,500** | | | | | | 17,500 | | | | | | |
| Harvest Planning | **11,695** | | | | 11,695 | | | | | | | | |
| Lidar | **1,875** | | 1,875 | | | | | | | | | | |
| Plotting PSPs x 5 | **1,000** | | | | | | | | | | | 1,000 | |
| **Operation Expenses** | | | | | | | | | | | | | |
| Fire Protection/Training/Levy | **850** | | | | | | | | 300 | 550 | | | |
| Pest Control | **2,000** | | 2,000 | | | | | | | | | | |
| **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** | | | | | 1575 | | | | | | | |
| 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 | **10,373** | | | | | | | 401 | 9,972 | | | | |
| Legal Fees | **600** | | | | | 600 | | | | | | | |
| Rates | **2,380** | | | 595 | | | 595 | | | 595 | | | 595 |
| Valuation | **290** | | 290 | | | | | | | | | | |
| **Other Expenses** | | | | | | | | | | | | | |
| GST (refund) | **(1,850)** | (1,850) | | | | | | | | | | | |
| **TOTAL EXPENDITURE** | **73,985** | **(1,215)** | **6,555** | **4,255** | **15,299** | **4,160** | **22,560** | **1,366** | **11,967** | **2,220** | **1,733** | **3,165** | **1,920** |
| **BALANCE** | **5,489** | **25,017** | **18,482** | **14,247** | **44,448** | **40,308** | **17,768** | **16,422** | **14,447** | **12,247** | **10,534** | **7,389** | **5,489** |

### Notes to the Budget

1. Accounting Fees - Email quote from Moore Stephens Markhams 03/02/2016
2. Audit Fees - Email quote from Silks 02/02/2016
3. Statutory Supervisor - Same as previous year
4. Tree Crop insurance - Last years premium + 2%
5. Public Liability insurance - Same as last years premium ($401)
6. Legal Fees - Deed of Participation & other, for FMCA compliance
7. Liability Free NZU balance at 1 March 2016 - 40,045 (5,000 to be sold @ $9.00)
8. Insurance Fund balance as at 1 March 2016 - $28,504
9. Pre harvest inventory at $150 per plot and 1 plot required per 2ha
10. Possum Control - no longer part of the AHB programme
11. Lidar - 233.9ha @ $8/ha
12. Harvest Planning - 233.9ha x $50
13. Road lining revenues cover initial harvest roading based on 600t @ $60 - 8.5ha
14. Additional mapping cost covered by management fee