FOREST VISIT AND MEETING PROGRAMME

WINDSOR 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 Patutahi Community Hall, Biggs Street, Patutahi 24th April 2019 commencing at 8.30am.

This is held in conjunction with Chatswood, Eastwood, Fleetwood, Glen Alvon, Heywood, Monterey, Pine Ridge, Portobello, Windsor, Woodside, Young Nicks, Greenwood LP, Eagle, Fairway, Greens, Links and Stableford Forest Partnerships.

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

Windsor 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	55,000					35,000				20,000				
INCOME Total	55,000					35,000				20,000				
FOREST EXPENSES														
Forest Management	-9,941	-1,050	-650	-650	-830	-650	-650	-650	-1,450	-1,351	-650	-650	-710	
Emissions Trading	-300												-300	
PSP Data Project	-900				-900									
FOREST EXPENSES Total	-11,141	-1,050	-650	-650	-1,730	-650	-650	-650	-1,450	-1,351	-650	-650	-1,010	
OPERATION EXPENSES														
Fire Protection	-300									-300				
R & M Fencing	-2,000	-2,000												
R & M Tracking	-4,000								-4,000					
Pest Control	-3,000									-3,000				
OPERATION EXPENSES Total	-9,300	-2,000							-4,000	-3,300				
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	-1,022	-550					-23		-244	-205				
Meeting Costs	-600				-600									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-15,363	-980	-775	-4,631	-1,223	-2,650	-423	-400	-1,101	-1,605	-400	-775	-400	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-642							-642						
Tree Fire & Wind Insurance	-17,967							-17,967						
Legal Fees	-600					-600								
Rates	-8,108			-2,027			-2,027			-2,027			-2,027	
Valuation	-725		-725											
Interest	99	10	10	8	4	2	19	17	6	2	8	7	6	
FINANCIAL & STANDING CHARGES Total	-27,943	10	-715	-2,019	4	-598	-2,008	-18,592	6	-2,025	8	7	-2,021	
FIN YEAR SURPLUS Total	-8,747	-4,020	-2,140	-7,300	-2,949	31,102	-3,081	-19,642	-6,545	11,719	-1,042	-1,418	-3,431	
GST	13,872	4,617						3,353						5,902
GST Component	-9,254	-598	-321	-945	-441	-584	-464	-2,947	-981	-1,091	-156	-212	-514	
GST Total	4,618	4,019	-321	-945	-441	-584	-464	406	-981	-1,091	-156	-212	-514	5,902
Opening Balance	16,943	16,943	16,942	14,481	6,236	2,846	33,364	29,819	10,583	3,057	13,685	12,487	10,857	6,912
Closing Balance	6,912	16,942	14,481	6,236	2,846	33,364	29,819	10,583	3,057	13,685	12,487	10,857	6,912	12,814

The above expenditure is estimated

Balances - 1 March 2019
Liability Free NZU's - 25,583 NZU's
Term Deposit - $258,828.39 (Current Interest Rate 2.65% 90 days)

Funds Required
Estimated Drawdown from Term Deposit - $35,000 in July and $20,000 in November

Notes to the budget
PSP Data Project - Re-measure permanent sample plots x 3
Emissions Trading - Prepare and file voluntary emissions return
Fencing - Repairs to Gilbertson boundary
Pest control - Possum poisoning

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)