

ANNUAL GENERAL MEETING

WINDSOR FOREST PARTNERSHIP

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NOTICE OF MEETING

The Annual General Meeting of Windsor Forest Partnership will be held via teleconference on Friday 17th July 2020 commencing at 11:00 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.

Windsor 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	65,000					40,000			25,000					
INCOME Total	65,000					40,000			25,000					
FOREST EXPENSES														
Forest Management	-10,030	-1,050	-650	-650	-650	-650	-650	-650	-1,520	-1,310	-650	-890	-710	
Emissions Trading	-300												-300	
PSP's	-1,200											-1,200		
FOREST EXPENSES Total	-11,530	-1,050	-650	-650	-650	-650	-650	-650	-1,520	-1,310	-650	-2,090	-1,010	
OPERATION EXPENSES														
Fire Protection	-300									-300				
Fences & Yards	-2,000	-2,000												
Tracking	-4,000								-4,000					
Pest	-3,000									-3,000				
OPERATION EXPENSES Total	-9,300	-2,000							-4,000	-3,300				
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	-1,011		-615			-13	-9		-350			-24		
Meeting Costs	-600				-600									
Contingencies	-2,000			-1,000						-1,000				
ADMINISTRATION EXPENSES Total	-16,069	-445	-1,413	-4,315	-1,709	-3,048	-424	-415	-1,233	-1,415	-415	-822	-415	
FINANCIAL & STANDING CHARGES														
Public Liability Insurance	-858							-858						
Tree Fire & Wind Insurance	-26,442							-26,442						
Legal Fees	-600		-600											
Rates	-8,276			-2,069			-2,069			-2,069			-2,069	
Valuation	-709		-709											
Interest	25	2	2	2	1	1	4	4	1	3	2	2	1	
FINANCIAL & STANDING CHARGES Total	-36,860	2	-1,307	-2,067	1	1	-2,065	-27,296	1	-2,066	2	2	-2,068	
FIN YEAR SURPLUS Total	-8,759	-3,493	-3,370	-7,032	-2,358	36,303	-3,139	-28,361	18,248	-8,091	-1,063	-2,910	-3,493	
GST														
GST	16,980	6,235						3,302						7,443
GST Component	-10,744	-518	-504	-904	-352	-553	-470	-4,253	-1,011	-1,063	-158	-435	-523	
GST Total	6,236	5,717	-504	-904	-352	-553	-470	-951	-1,011	-1,063	-158	-435	-523	7,443
Opening Balance	22,354	22,354	24,578	20,704	12,768	10,058	45,808	42,199	12,887	30,124	20,970	19,749	16,404	12,388
Closing Balance	12,388	24,578	20,704	12,768	10,058	45,808	42,199	12,887	30,124	20,970	19,749	16,404	12,388	19,831

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

Liability Free NZU's - 25,583 NZU's
Term Deposit - \$192,454.07 (Current Interest Rate 1.75% 90 days)

Funds Required

Estimated Drawdown from Term Deposit - \$40,000 in July and \$25,000 in October

Notes to Budget

Fencing - repairs to Hood boundary carried over from last year
Re-measure 4 PSPs - 1 1999 & 3 2000
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)