

# AGENDA

## WINDSOR FOREST PARTNERSHIP

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### NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Windsor Forest Partnership will be held at the Patutahi Community Hall on Saturday 9th April 2016 commencing at 8.30am.

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

### PROGRAMME

|                |                                            |
|----------------|--------------------------------------------|
| 8.30 - 8.45am  | Registration and morning tea               |
| 8.45 - 9-00am  | Welcome & opening of meeting               |
| 9.00 - 12.30pm | Forest visits – meeting continues          |
| 12.30 - 1.30pm | Lunch at the Hall                          |
| 1.00 onwards   | Afternoon session of the meeting continues |

Times are approximate and the tour of the forests will proceed regardless of the weather, so 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

### PROXY VOTING

Please complete the Proxy Form and return to our office by Wednesday 6<sup>th</sup> 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](mailto:abbey@rogerdickie.co.nz); or
  - **Fax** to 06 346 5369; or
  - **Mail** to Roger Dickie (NZ) Ltd, PO Box 43, WAVERLEY 4544.
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- 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 Gisborne from Wellington or Auckland, we can arrange to collect you.

## DIRECTIONS

The Patutahi Hall is located on Biggs St in the Patutahi Township. Those travelling from Awapuni Rd, Gisborne, turn onto Wharerata Rd (SH2) and at the roundabout take the 3<sup>rd</sup> exit onto Wharekopae Rd. Turn right onto Patutahi Rd, then left at Atkins Rd. Turn right into Biggs St.

I look forward to seeing you all at the AGM.

Regards



Roger Dickie

# Windsor 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          |
| <b>OPENING BALANCE</b>                  | <b>5,013</b>                           |              |              |               |               |               |               |               |               |               |               |               |              |
| <b>INCOME</b>                           |                                        |              |              |               |               |               |               |               |               |               |               |               |              |
| Credit Interest                         | 720                                    | 20           | 20           | 20            | 500           | 20            | 20            | 20            | 20            | 20            | 20            | 20            | 20           |
| Insurance Fund                          | 11,182                                 |              |              |               |               |               |               |               | 11,182        |               |               |               |              |
| Sale of NZU's                           | 40,500                                 |              |              | 40,500        |               |               |               |               |               |               |               |               |              |
| <b>TOTAL INCOME</b>                     | <b>52,402</b>                          | <b>20</b>    | <b>20</b>    | <b>40,520</b> | <b>500</b>    | <b>20</b>     | <b>20</b>     | <b>20</b>     | <b>11,202</b> | <b>20</b>     | <b>20</b>     | <b>20</b>     | <b>20</b>    |
| <b>EXPENDITURE</b>                      |                                        |              |              |               |               |               |               |               |               |               |               |               |              |
| <b>Forest Expenses</b>                  |                                        |              |              |               |               |               |               |               |               |               |               |               |              |
| ETS Return                              | 300                                    |              |              |               |               |               |               |               |               |               |               | 300           |              |
| Forest Management                       | 9,360                                  | 670          | 650          | 600           | 600           | 600           | 600           | 750           | 600           | 2,430         | 600           | 660           | 600          |
| Plotting PSPs x 4                       | 1,000                                  |              | 250          |               |               |               |               |               |               | 750           |               |               |              |
| <b>Operation Expenses</b>               |                                        |              |              |               |               |               |               |               |               |               |               |               |              |
| Fire Protection/Training/Levy           | 300                                    |              |              |               |               |               |               | 150           |               | 150           |               |               |              |
| Pest Control                            | 1,250                                  |              |              |               |               |               |               |               |               | 1,250         |               |               |              |
| R&M Fences/Gates/Yards                  | 2,000                                  |              |              |               |               |               |               |               |               | 2,000         |               |               |              |
| R&M Tracks                              | 5,350                                  | 350          |              |               |               |               |               |               |               | 5,000         |               |               |              |
| Weed Control                            | 600                                    |              |              |               |               |               |               | 600           |               |               |               |               |              |
| <b>Administration Expenses</b>          |                                        |              |              |               |               |               |               |               |               |               |               |               |              |
| Accountancy Fees                        | 2,695                                  |              |              | 2,695         |               |               |               |               |               |               |               |               |              |
| Administration                          | 4,320                                  |              | 360          | 360           | 360           | 360           | 360           | 360           | 360           | 360           | 360           | 360           | 720          |
| Audit Fees                              | 1,575                                  |              |              |               |               | 1,575         |               |               |               |               |               |               |              |
| 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            |               |               |               |              |
| <b>Financial &amp; Standing Charges</b> |                                        |              |              |               |               |               |               |               |               |               |               |               |              |
| Insurance - Fire & Public Liability     | 11,583                                 |              |              |               |               |               |               | 401           | 11,182        |               |               |               |              |
| Legal Fees                              | 600                                    |              |              |               |               | 600           |               |               |               |               |               |               |              |
| Rates                                   | 6,876                                  |              |              | 1,719         |               |               | 1,719         |               |               | 1,719         |               |               | 1,719        |
| Valuation                               | 290                                    |              | 290          |               |               |               |               |               |               |               |               |               |              |
| <b>Other Expenses</b>                   |                                        |              |              |               |               |               |               |               |               |               |               |               |              |
| GST (refund)                            | (1,856)                                | (1,856)      |              |               |               |               |               |               |               |               |               |               |              |
| <b>TOTAL EXPENDITURE</b>                | <b>49,973</b>                          | <b>(801)</b> | <b>2,205</b> | <b>5,379</b>  | <b>1,265</b>  | <b>4,160</b>  | <b>2,684</b>  | <b>2,266</b>  | <b>12,817</b> | <b>13,664</b> | <b>965</b>    | <b>2,325</b>  | <b>3,044</b> |
| <b>BALANCE</b>                          | <b>7,442</b>                           | <b>5,834</b> | <b>3,649</b> | <b>38,790</b> | <b>38,025</b> | <b>33,885</b> | <b>31,221</b> | <b>28,975</b> | <b>27,360</b> | <b>13,716</b> | <b>12,771</b> | <b>10,466</b> | <b>7,442</b> |

#### Notes to the Budget

- Accounting Fees - Email quote from Moore Stephens Markhams 03/02/2016
- Audit Fees - Email quote from Silks 02/02/2016
- Statutory Supervisor - Same as previous year
- Tree Crop insurance - Last years premium + 2%
- Public Liability insurance - Same as last years premium (\$401)
- Legal Fees - Deed of Participation & other, for FMCA compliance
- Liability Free NZU Balance at 1 March 2016 -54,906 (4,000 to be sold @ \$9.00)
- Insurance Fund balance as at 1 March 2016 - \$28,304
- PSP plots on 91 and 93 trees
- Fencing: R and M further on from last years fencing with Dan Hood
- Weeds: Varigated thistles on Dan Hoods boundary - Cdax for 2-3 hours