

AGENDA

WOODLEIGH FOREST LIMITED

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NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Woodleigh Forest Limited will be held at Woodleigh Forest on Friday 8th April 2016 commencing at 9.30am. We shall then travel to Putere Accommodation Complex for lunch and the afternoon session of the meeting. If you wish to attend the forest visit it is important to contact Richard Bourne to co-ordinate meeting up at the corner of Cricklewood and Gaddum Road.

This is held in conjunction with Cricklewood, Glenlea, Oak Bridge, Quail Ridge, Sherwood, Stoney River, Woodlands and Hyde Park Forest Partnerships.

PROGRAMME

9.30 – 11.30am Forest visit
11.30 – 12.00pm Travel to Putere Accommodation Complex
12.30 - 1.30pm Lunch at the Complex
1.30 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 Financial Statements for the Year ending 29 February 2016
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 6th 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.

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

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.**

DIRECTIONS TO THE COMPLEX

The Putere Accommodation Complex is located at 2526 Putere Rd, approx 106km (1 hour 40 mins) from Napier, travelling along (SH2) towards Wairoa. Turn left at the Raupunga township onto Putere Rd or, if travelling from Wairoa, turn right at Raupunga. Follow Putere Rd inwards approx 24km. Farm sign is on the right.

I look forward to seeing you all at the AGM.

Regards

A handwritten signature in black ink, appearing to read 'Roger Dickie', written in a cursive style.

Roger Dickie

Woodleigh 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	27,657												
INCOME													
Credit Interest	720	20	20	20	500	20	20	20	20	20	20	20	20
Insurance Fund	11,909								11,909				
Sale of NZU's	13,500							13,500					
TOTAL INCOME	26,129	20	20	20	500	20	20	13,520	11,929	20	20	20	20
EXPENDITURE													
Forest Expenses													
ETS deregistration	640										640		
Forest Management	9,308	1,100	600	1,000	600	600	600	600	660	1,400	728	600	820
Plotting PSPs x 5	1,100												1,100
Operation Expenses													
Fire Protection/Training/Levy	300								300				
Pest Control	2,000			2,000									
R&M Fences/Gates/Yards	2,500	2,500											
R&M Tracks	4,000									4,000			
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					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				
Financial & Standing Charges													
Insurance - Fire & Public Liability	12,310							401	11,909				
Legal Fees	600					600							
Rates	6,992			1,748			1,748			1,748			1,748
Valuation	290		290										
Other Expenses													
GST (refund)	(2,649)	(2,649)											
TOTAL EXPENDITURE	49,712	987	1,905	7,808	1,265	4,160	2,713	1,366	13,904	7,513	1,733	1,965	4,393
BALANCE	4,074	26,690	24,805	17,017	16,252	12,112	9,419	21,573	19,598	12,105	10,392	8,447	4,074

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 -33,783 (1,500 to sell @ \$9.00)
8. Insurance Fund balance as at 1 March 2016 - \$30,264.00
9. Pest Control has come out of AHB control
10. Fencing - Cricklewood Station boundary and road fence if needed