Role Scaffold — Fuel/Spend Tracker (Uey Kai Garden, DCCG)

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Status: Draft — to be confirmed with whoever holds the role.
Template: DCCG Role Scaffold Template.

Purpose of the Scaffold

The Fuel/Spend Tracker handles the project's receipts. Every spend against the Kai Ora grant — supplier invoices, fuel claims, hardware reimbursements, contingency drawdowns — passes through this role. The Tracker hands receipts to the Treasurer at each monthly meeting. Without the role, receipts go missing, reimbursements are delayed, and the report-back to the funder is hard.

Why This Matters

The Constitution's Treasurer covers DCCG's general finance. The project's grant accounting is finer-grained — line-by-line reconciliation against the budget, fuel claims at varying rates, contingency drawdowns minuted against the original budget line. The Tracker handles the project-specific records.

Outcomes of the Scaffold

Poor Outcome. The Tracker becomes the project's informal bookkeeper and accumulates social knowledge of who claimed what. The role drifts toward the individual-level tracking rule 2 dont name refuses.

Expected Outcome. Receipts flow from claimant to Tracker to Treasurer. The reconciliation stays current. The Kai Ora report is built from clean records.

Excellent Outcome. The Tracker handles receipts so quietly that nobody else thinks about it. Reimbursements happen at each monthly meeting. The Treasurer's accounts balance.

Planks of the Scaffold

1. Collect receipts

Purpose of the Plank. Every spend against the grant has a receipt. The Tracker collects, files, and reconciles them.

Why This Matters. Receipts are the project's only record of how the money was spent.

Poor Outcome. Receipts go to whoever, fade in cars, get lost.

Expected Outcome. Receipts reach the Tracker within a week of the spend. The reconciliation updates monthly.

Excellent Outcome. Receipts arrive within days.

2. Reimburse against receipts, not memory

Purpose of the Plank. Volunteer fuel and material reimbursement runs on receipts. No receipt, no reimbursement.

Why This Matters. Reimbursing without receipts opens the project to drift toward favouritism.

Poor Outcome. Claims accepted on memory ("I think it was about $40 last week"). The Tracker becomes an arbiter of trust.

Expected Outcome. Claims with receipts go through promptly. Claims without receipts are flagged kindly. No reimbursement without documentation.

Excellent Outcome. Volunteers know the rule and bring receipts.

3. Don't keep a personal ledger

Purpose of the Plank. The Tracker maintains a budget-line reconciliation, not a per-volunteer ledger. Who claimed fuel last month is not recorded. How much fuel was claimed against the line is.

Why This Matters. rule 2 dont name and aggregate reporting rule apply to grant spending too.

Poor Outcome. The Tracker maintains a per-volunteer fuel register. Knowledge accumulates about who claims what.

Expected Outcome. Receipts in, money out, reconciliation updated. No volunteer-level totals kept.

Excellent Outcome. Asked at the end of the project "who claimed the most fuel?" the Tracker truthfully cannot say. The data doesn't exist in that form.

4. Prepare the completion-report numbers

Purpose of the Plank. When Kai Ora's completion report is due, the Tracker hands the Treasurer and Chair a clean line-by-line reconciliation.

Why This Matters. The numbers in the report come from this role.

Poor Outcome. Numbers cobbled together from memory and half-receipts.

Expected Outcome. A reconciliation Kai Ora can trust.

Excellent Outcome. The reconciliation, together with the narrative, makes the project's records useful to other communities doing similar work.

An architecture limit honestly held

The accusation test passes only partially for this role. Receipts have to exist — DCCG is a charity (Constitution clause 7), Kai Ora requires evidence of spend, and reimbursement requires documentation. Where the food point can be cleanly memoryless because it doesn't process money, the garden's grant-handling cannot.

The protection: receipts are private to the Tracker, the Treasurer, and the original claimant. They are not surfaced at committee, in minutes, or socially. If a fuel claim is questioned, the conversation stays inside that triad.

The receipts are for reimbursement and audit. They are not used for social tracking.

Values

Three values: **quiet records** (receipts in, accounts reconciled, no fuss); **aggregate not individual** (the line is the unit, not the person); and **trust through documentation** (the project earns Kai Ora's trust by spending the money cleanly).

See also: money and spend, decision rights, rule 2 dont name, aggregate reporting rule, accusation test.