

Illinois Director Credential (IDC) Legal & Fiscal Management Assessment (Level I)
Legal & Fiscal Policies & Procedures Project

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| IDC Competencies | LFM1: Develop policies and procedures and implement best practices in alignment with federal, state, and local mandates. LFM2: Develop fiscal policies and procedures and implement best practices to support sound fiscal operations. |
| Original Gateways IDC Benchmarks | HRD11, LFM1, LFM3, LFM5, LFM6, LFM7, LFM8, LFM9, LFM10 |

Assessment Guidelines

For this assessment, you will develop the fiscal policies, procedures and projected budget for your center/ organization. All policies and procedures should represent best practice as well as state, federal and local mandates as well as sound fiscal management principals. Your policies and procedures should include but not be limited to:

- Revenue
 - Tuition (including daily, ½ day, hourly rates and sliding scale parameters)
 - Fess (including registration, diaper, late, late payment, vacation etc.)
 - Bookkeeping system and tuition collection policies for assessing, billing and collecting fees and tuition
- Expenses
 - Annual estimated budget
 - Salaries
 - Benefits
 - Equipment upgrades, depreciation, & repair
 - Supplies
 - Materials
 - Food service
 - Parent training
 - Staff training and professional development
 - Excursions and special activities
 - Ongoing recruitment/marketing
 - Telephone
 - Postage
 - Printing
 - Uncollected fees

Assessment Rubric (pulled from IDC Master Rubrics)

| IDC Legal & Fiscal Management Assessment (Level I): Legal & Fiscal Policies & Procedures Project Rubric | | | | | |
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| Competency | Distinguished | Proficient | Needs Improvement | Unsatisfactory | Unable to Assess |
| <p><u>LFM1:</u> Develop policies and procedures and implement best practices in alignment with federal, state, and local mandates.</p> <p>IDC: HRD11, LFM7, LFM8, LFM9, LFM10</p> | <p>Articulates and models for other ECE professionals, policies and procedures that are examples of best practices and are in alignment with federal, state, and local mandates.</p> | <p>Formulates center/program policies and procedures that reflect best practices and align with federal, state, and local mandates.</p> | <p>Formulates center/program policies and procedures and attempts to align with federal, state, and local mandates.</p> | <p>Creates center/program policies and procedures that do not reflect best practices or align applicable mandates.</p> | |
| <p><u>LFM2:</u> Develop fiscal policies and procedures and implement best practices to support sound fiscal operations.</p> <p>IDC: LFM1, LFM3, LFM5, LFM6</p> | <p>Articulates and models for other ECE professionals, fiscal policies that are examples of best practices and are in alignment with federal, state, and local mandates.</p> | <p>Formulates center/program fiscal policies that reflect best practices and align with federal, state, and local mandates.</p> | <p>Formulates center/program fiscal policies and attempts to align with federal, state, and local mandates.</p> | <p>Creates center/program fiscal policies that do not reflect best practices or align applicable mandates.</p> | |

Level I—Beige