



New Hampshire  
**COMMUNITY**  
LOAN FUND

## **Early Childhood Education Business Self-Assessment Tool**

*Developed by Kim Votta Consulting*

*For the New Hampshire Community Loan Fund*

*Business of Childcare Initiative*

*SCORING SUMMARY – EVALUATION – PRE AND POST ASSESSMENT QUESTIONNAIRES*

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## **ECE Business Self-Assessment Tool Supplemental Materials**

We've included some supplemental materials to the ECE Business Self-Assessment Tool, including a pre- and post-assessment questionnaire, and an evaluation form. These materials allow us to assess the effectiveness of the tool and support our efforts to bring business management resources and trainings to ECE centers in New Hampshire. Please take a moment to complete the pre- and post-assessments and the evaluation and share your results with us. Your insights will ensure this tool remains relevant and useful to ECE centers. The completed forms should be sent to Charlene Andersen of the New Hampshire Community Loan Fund at [candersen@communityloanfund.org](mailto:candersen@communityloanfund.org) or to Kim Votta at [kim@kvottaconsulting.com](mailto:kim@kvottaconsulting.com).

## **The Business of Childcare at the Community Loan Fund**

Through its Business of Childcare initiative, the Community Loan Fund is frequently able to provide free technical assistance to New Hampshire early learning centers. Technical assistance is designed to strengthen business management practices by providing consulting services, specialized resources, and hands-on training to providers. If you are interested in receiving free technical assistance let us know by emailing Charlene Andersen of the New Hampshire Community Loan Fund at [candersen@communityloanfund.org](mailto:candersen@communityloanfund.org) or Kim Votta at [kim@kvottaconsulting.com](mailto:kim@kvottaconsulting.com).

## **ECE Business Self-Assessment Tool Pre-Assessment Questionnaire**

**Please take a moment to answer the following pre-assessment questions before completing the ECE Business Self-Assessment Tool:**

1. How can a business self-assessment tool help your business?
  
2. How do you describe good business-management practices?
  
3. What two areas of business management at your center most need improvement?

## ECE Business Self-Assessment Tool Post-Assessment Questionnaire

Congratulations! You have completed the ECE Business Self-Assessment Tool. Please take a moment to answer the following questions. These are the same questions you answered before completing the tool. Has your perspective shifted? What insights did you gain? Let us know!

How can a business self-assessment tool help your business?

How do you describe good business management practices?

What two areas of business management at your center most need improvement?

**Center Name:** \_\_\_\_\_

**ECE Business Self-Assessment Scoring Summary**

Instructions: Record each sub-category score below. Multiply each sub-category score by its weight and record the result in the total column. This will give you the total score for that sub-category. Sum all the ‘Totals’ and divide by the sum of weights, which is 21.

<b>Categories</b>	<b>Sub-categories (Max Score)</b>	<b>Score</b>	<b>x</b>	<b>Weight</b>	<b>=</b>	<b>Total</b>
<b>Financial Management</b>	1 General Financial Management (8)			2		
	2 Budget Planning (4)			2		
	3 Cash Flow Management (12)			2		
	4 Accounting Practices (8) (12 for NPs)			2		
<b>‘The Iron Triangle’</b>	5 Enrollment Management (8)			2		
	6 Collections (4)			2		
	7 Cost Per-Child (4)			2		
<b>Human Resources</b>	8 Staff Hiring and Orientation (8)			1		
	9 Performance Evaluation (8)			1		
	10 Professional Development (8)			1		
<b>Planning and Evaluation</b>	11 Strategic Planning (4)			1		
	12 Program Evaluation (8)			1		
<b>Governance (If applicable)</b>	13 Board Composition (8)			1		
	14 Board Leadership (20)			1		

**Grading Scale Proprietary**

Maximum Totals Score: 132

Maximum Weighted Average: 6.28

**Grading Scale Non-Profits**

Maximum Totals Score: 168

Maximum Weighted Average: 8.00

Sum of Totals

÷

Sum of Weights (21)

=

**Average Weighted Item  
Score =**

## **ECE Business Self-Assessment Tool Evaluation**

Please answer the following questions.

1. Did the assessment tool meet its stated objective to assess strengths and weaknesses in business management practices?
2. Was the amount of time required to complete the assessment reasonable? How much time did you spend?
3. Was the meaning of any words or phrases in the assessment unclear?
4. Do the rated items appropriately reflect capacity in the specified business management practices (sub-categories)?
5. Are items missing in any specific category or sub-category? What are they?
6. Were the assessment results easy to understand and apply?
7. Would you recommend the ECE Business Self-Assessment Tool to another ECE center? Why or why not?

Thank you!