



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FO1-9**

Certification title

**Fire Officer 1**  
**ADMINISTRATION**  
**PREPARE A BUDGET REQUEST**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021-2020 Edition**  
**4.4.3**

**Task**

Prepare a budget request, so that the request is in the proper format and is supported with data. The candidate shall demonstrate the ability to create a written budget request using the proper forms, procedures, and supporting data.

**Conditions and Outcome**

Given budget planning, department policies, procedures, practices, budget request forms, special reports, and notepad. **The candidate will complete this task with a minimum of 6 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Obtain proper budget request forms.						
2	Research revenue sources for budget.						
3	Obtain supporting data to the budget request.						
4	Develop and organize an outlined budget plan.						
5	Produce completed plan using the appropriate forms and reports.						
6	Submit complete budget packet to proper budget coordinator.						
7	Demonstrate understanding/compliance with budget policies and procedures.						
<b>Final Test Result for Entire Task</b>							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
<b>Candidate signature &amp; acknowledgement, Test #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #2</b>	
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments	
Candidate signature	Date	Candidate signature	Date	Candidate signature	Date

Form DFS-SS-1 04/2021

Approved by NJ SME Committee 04/23/2021.