



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO3-10

Certification title

Fire Officer 3
ADMINISTRATION
DEVELOP A BUDGET MANAGEMENT SYSTEM

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
6.4.2

Task

Develop a budget management system so that the division or department stays within the budgetary authority.

Conditions and Outcome

Given department schedules, policies, procedures, and guidelines, the candidate shall develop a budget management system in which the candidate interprets financial data and communicates orally or in writing.

The candidate will complete this task with a minimum of 4 items answered correctly

Number

Task Steps

First Test

Retest #1

Retest #2

Pass

Fail

Pass

Fail

Pass

Fail

- | | | | | | | | |
|----------|--|--|--|--|--|--|--|
| 1 | Describe internal finance policies and procedures | | | | | | |
| 2 | Identify internal systems that monitor fiscal resources | | | | | | |
| 3 | Develop a budget management system that tracks accounts payable and receivable | | | | | | |
| 4 | Ensure the budget management system meets recommended financial requirements for internal and external auditing. | | | | | | |
| 5 | Communicate budget management system both verbally or in writing to appropriate personnel. | | | | | | |

Final Test Result for Entire Task

Evaluator signature & comments, Test #1

Evaluator signature & comments, Retest #1

Evaluator signature & comments, Retest #2

Evaluator signature

Date

Evaluator signature

Date

Evaluator signature

Date

**Candidate signature & acknowledgement,
Test #1**

**Candidate signature & acknowledgement,
Retest #1**

**Candidate signature & acknowledgement,
Retest #2**

By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments

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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