



Office of Training  
and certification

# New Jersey Division of Fire Safety

## ***PRACTICAL SKILLS EXAMINATION REPORT***

Skill sheet#

**FM--5**

Certification Title

**Fire Official**  
***ADMINISTRATION***  
**Monitor the Budget of the LEA**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1037, 2016 Edition**  
**4.2.5**

**Task**

Demonstrate how to manage the budget during an operational period.

**Conditions and Outcome**

Given financial information for an assigned period summarizing revenues and expenses Candidate will identify effectiveness of current period. **The candidate will complete this task with a minimum of 2 items answered correctly**

Number

**Task Steps**

**First Test**

**Retest #1**

**Retest #2**

**Pass**

**Fail**

**Pass**

**Fail**

**Pass**

**Fail**

**1** Identify variances from plan by category

**2** As appropriate list changes needed, if any, for effective management within approved budget limits

**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 #1**

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

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Candidate signature

Date

Candidate signature

Date

Candidate signature

Date

Revised 5/22/19 Approved by NJ SME Committee 6/12/2019  
Updated on 1/20/2020