



Office of Training
and certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-4

Certification Title

Fire Official

ADMINISTRATION

Establish an operating budget for an LEA

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.2.4

Task

Given estimates of revenue and expenses provided for the LEA develop a budget for the next period

Conditions and Outcome

Given the elements needed for a budget the candidate will compile them into a budget format acceptable for the AHJ. **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 | Calculate elements provided to develop expenses | | | | | | |
| 2 | Calculate elements provided to develop revenues | | | | | | |
| 3 | Compile expenses and revenue into a budget format acceptable to AHJ | | | | | | |
| 4 | Complete required forms and documents correctly | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 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 | | 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 |