



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 #
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### Evaluation

<p><b>Standard:</b> NFPA 1037, 2016 Edition <b>4.2.5</b></p>	<p style="text-align: center;"><b>Task</b> Demonstrate how to manage the budget during an operational period.</p> <p style="text-align: center;"><b>Conditions and Outcome</b> Given financial information for an assigned period summarizing revenues and expenses Candidate will identify effectiveness of current period. <b>The candidate will complete this task with a minimum of 2 items answered correctly</b></p>
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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						
<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 #1</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

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