



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		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