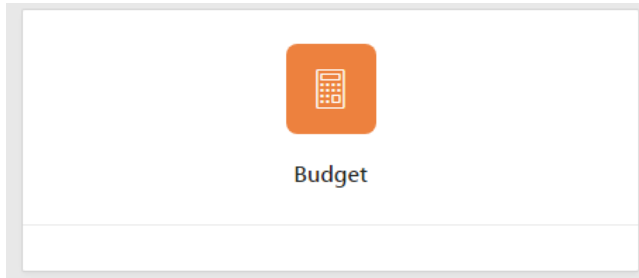


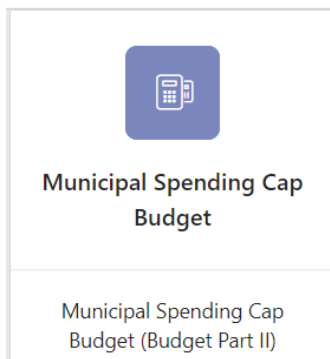
Fiscal Health Monitoring System Municipal Spending Cap Budget Submission Job Aid



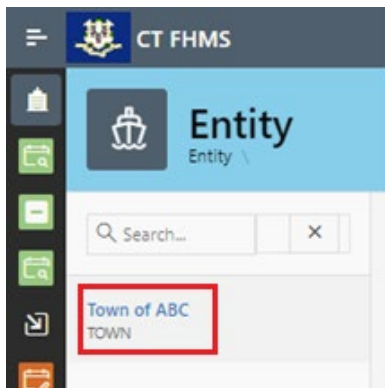
1. At the Main Menu – Select Budget Tile



2. Select Municipal Spending Cap Adopted Budget Tile



3. Select the Entity (Town or City) on the left side



The Create button will display

Fiscal Health Monitoring System Municipal Spending Cap Budget Submission Job Aid



4. Click **Create** on the top right of the page

The Municipal Spending Cap Form for the current fiscal year will display

Home \ Budget \ Municipal Spending Cap Budget \ Spending Cap Budget Edit

Municipal Spending Cap Form

Enter data below based upon your Municipality's adopted budget and underlying financial records for conformance with subsection (f) of CGS 4-66L.

Entity Type:	Entity Name:	Fiscal Year	Fiscal Year
TOWN	TOWN OF ABC	2023	2022

Expenditures

A	Original Adopted Budget Expenditures (not adjusted)	<input type="text"/>	*
Less expenditures for the following:			
B	Municipal business type entities (list each below, i.e.: water pollution control authority):		
	Description	Expenditure	
B1	<input type="text"/>	<input type="text"/>	
B2	<input type="text"/>	<input type="text"/>	
B3	<input type="text"/>	<input type="text"/>	
B4	<input type="text"/>	<input type="text"/>	
	Total, B1-B4	<input type="text"/>	*
C	Debt Service	<input type="text"/>	*
D	Special education	<input type="text"/>	*

**Note:* At any time, you may click the



button on the bottom right corner of the form to save your data

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5. Enter data based upon your Municipality's Adopted Budget and underlying financial records for conformance with subsection (f) of CGS 4-66I.

Expenditures																															
A Original Adopted Budget Expenditures (not adjusted)	<input type="text"/>																														
Less expenditures for the following:																															
B Municipal business type entities (list each below, i.e.: water pollution control authority):																															
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 60%;">Description</th> <th style="width: 30%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>B1</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>B2</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>B3</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>B4</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Total, B1-B4</td> <td style="text-align: right;"><input type="text" value="\$0"/></td> </tr> </tbody> </table>		Description	Expenditure	B1	<input type="text"/>	<input type="text"/>	B2	<input type="text"/>	<input type="text"/>	B3	<input type="text"/>	<input type="text"/>	B4	<input type="text"/>	<input type="text"/>	Total, B1-B4		<input type="text" value="\$0"/>	<table border="1" style="width: 100%;"> <tbody> <tr> <td>C Debt Service</td> <td><input type="text"/></td> </tr> <tr> <td>D Special education</td> <td><input type="text"/></td> </tr> <tr> <td>E Implementation of court orders or arbitration awards</td> <td><input type="text"/></td> </tr> <tr> <td>F Major disaster or emergency declaration by the President of the United States</td> <td><input type="text"/></td> </tr> <tr> <td>G Disaster emergency declaration issued by the Governor pursuant to chapter 517</td> <td><input type="text"/></td> </tr> <tr> <td>H Any disbursement made to a district pursuant to subsection (c) or (g) of section 4-66I of the Connecticut General Statutes</td> <td><input type="text"/></td> </tr> </tbody> </table>	C Debt Service	<input type="text"/>	D Special education	<input type="text"/>	E Implementation of court orders or arbitration awards	<input type="text"/>	F Major disaster or emergency declaration by the President of the United States	<input type="text"/>	G Disaster emergency declaration issued by the Governor pursuant to chapter 517	<input type="text"/>	H Any disbursement made to a district pursuant to subsection (c) or (g) of section 4-66I of the Connecticut General Statutes	<input type="text"/>
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H Any disbursement made to a district pursuant to subsection (c) or (g) of section 4-66I of the Connecticut General Statutes	<input type="text"/>																														

**Note:* If you have any questions regarding the information to be entered into the tile, please contact Martin Heft at Martin.Heft@ct.gov or Nikki Sow at Nikki.Sow@ct.gov.

Fiscal Health Monitoring System Municipal Spending Cap Budget Submission Job Aid



6. Entity Certification:

Click the checkbox- *"I certify that the information that I have entered in this form conforms with subsection (f) of CGS 4-66I and is accurate based upon the underlying records maintained by the municipality. I am in agreement with the Adjusted Adopted Budget Expenditures results presented on Line Q of this form."*

Entity Certification

I certify that the information that I have entered in this form conforms with subsection (f) of CGS 4-66I and is accurate based upon the underlying records maintained by the municipality. I am in agreement with the Adjusted Adopted Budget Expenditures results presented on Line Q of this form.

**Note:* Only the primary contact has the ability to certify the data. If you are not the primary, you can save the information and have your primary go into the system and certify the data.

A message will display – *Would you like to submit to OPM? Click OK to continue or Cancel to return to the page*

Would you like to submit to OPM? Click OK to continue or Cancel to return to the page

Fiscal Health Monitoring System Municipal Spending Cap Budget Submission Job Aid



7. Click **OK**

The Municipal Spending Cap Budget page will display that will show you the status of your submission

Year ↓	Status	Entity Certification	OPM Acknowledgment
2023	Submitted	Yes	No

1 - 1

8. Email Notifications:

Emails will be sent to you from OPM-FHMS@ct.gov when your Municipal Spending Cap Budget is submitted and when OPM has Accepted or Denied your submission.

End of Process

Fiscal Health Monitoring System Municipal Spending Cap Budget Submission Job Aid



To return to the Municipal Spending Cap Budget Edit page – Click Year


Year ↓	Status	Entity Certification	OPM Acknowledgment
2023	Submitted	Yes	No

1 - 1

The Municipal Spending Cap Budget Edit page will display

**Note:* If you have certified the form but corrections need to be made, you will need to email OPM-FHMS@ct.gov and ask OPM to reopen the submitted Municipal Spending Cap Budget. Once it is reopened, you will be able to return to the Municipal Spending Cap Budget Edit page, and make the necessary changes. Save or Certify

To get back to the main screen:

Click  at the top left corner of the page

The Main Menu will display