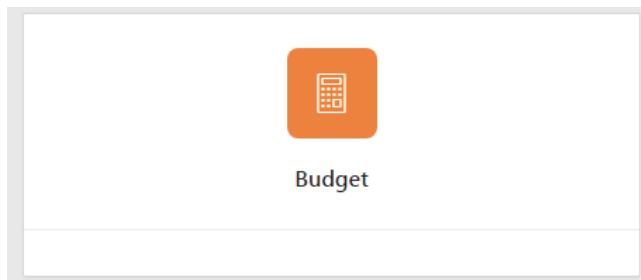


Fiscal Health Monitoring System 2021-2022 Budget Submission Job Aid

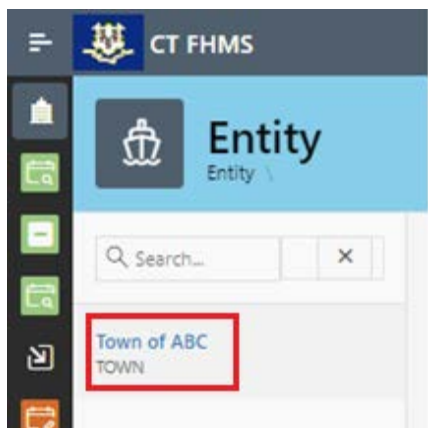


1. At the Main Menu – Select Budget Tile



The Budget page displays


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



The Create button will display

3. Click on the top right of the page

The Budget Edit page will display

**Note:* At any time, you may click the  button on the bottom right corner of the form to save your data

Fiscal Health Monitoring System 2021-2022 Budget Submission Job Aid



Budget \ Budget Edit

Municipal Budget Database Form
Enter data below based upon your Municipality's General Fund Adopted Budget.

Fiscal Period of Budget: **2022** Entity Type: **TOWN** Entity Name: **Town of ABC**

Revenues

Property Tax Revenue:

Intergovernmental Revenue:

Revenues from State of CT Government:

Revenues from Federal Government:

Use of Fund Balance: ⓘ

All Other Revenue:

Total Revenue: \$0

Expenditures

Education Expenditures:

Debt Service:

Contingency Amount:

All Other Expenditures:

Total Expenditures: \$0

4. Enter data based upon your Municipality's General Fund Adopted Budget

Budget \ Budget Edit

Property Tax Revenue: \$85,017,994

Intergovernmental Revenue:

Revenues from State of CT Government: \$1,988,650

Revenues from Federal Government: \$0

Use of Fund Balance: \$1,800,000 ⓘ

All Other Revenue: \$3,484,270

Total Revenue: \$92,290,914

Expenditures

Education Expenditures: \$61,015,225

Debt Service: \$2,959,750

Contingency Amount: \$10,000

All Other Expenditures: \$28,305,939

Total Expenditures: \$92,290,914

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5. Adopted Budget Upload

To choose a PDF or Excel file, click the  button shown below in the red box below.

A screenshot of the "Adopted Budget Upload" section. It shows a header bar with the title "Adopted Budget Upload". Below it, there is a text label "* Adopted Budget File Upload" followed by a "Choose File" button with a folder icon. A red box highlights the "Choose File" button, and a red arrow points to it from the right.

The File Explorer will display. Choose your file and click

Open

The file will display

A screenshot of the "Adopted Budget Upload" section. It shows the header bar "Adopted Budget Upload". Below it, the text label "* Adopted Budget File Upload" is followed by a file name "Town of ABC 2021-2022 Adopted Budget.pdf" inside a box. A red box highlights the entire file name area.

**Note:* The complete adopted budget report is a requirement. You will not be able to submit your budget information to OPM unless the report is uploaded.

6. Entity Certification:

Click the checkbox- *"I certify that the information that has been entered into this form is accurate to the best of my knowledge"*

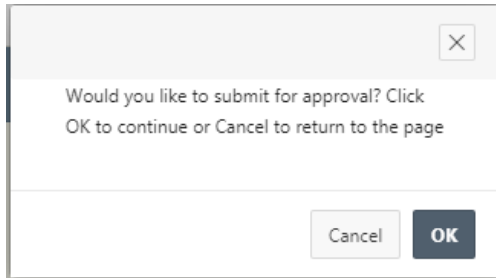
A screenshot of the "Entity Certification" section. It features a header bar with the title "Entity Certification". Below the header, there is a checkbox followed by the text "I Certify that the information that has been entered into this form is accurate to the best of my knowledge." Below this, there is a smaller line of text: "Please allow 10 business days to process this form from date of receipt. If you have any questions, please contact us at OPM-FHMS@ct.gov."

**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.

Fiscal Health Monitoring System 2021-2022 Budget Submission Job Aid



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



7. Click 

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

Year ↓	Status	Entity Certification	OPM Acknowledgment
2022	Submitted	Yes	No

1 - 1

8. Email Notifications:

An email will be sent to you from OPM-FHMS@ct.gov when your budget is submitted and when OPM has Approved or Denied your submission.

End of Process

Fiscal Health Monitoring System 2021-2022 Budget Submission Job Aid






To return to the Budget Edit page – Click Year

Year ↓	Status	Entity Certification	OPM Acknowledgment
2022	Submitted	Yes	No


1 - 1

The Budget Edit page will display

To upload a different adopted budget file:

1. If you have not saved or submitted the form, you can click  and choose a different file. Save or Certify
2. If you have saved the form (but not yet submitted it), return to the Budget Edit page, click  and choose a different file. Save or Certify
3. If you have certified the form, you will need to email OPM-FHMS@ct.gov and ask OPM to reopen the submitted budget so you can upload the correct file. Once it is reopened, you will be able to return to the Budget Edit page, click  and choose a different file. Save or Certify

To get back to the main screen:

Click  at the top left corner of the page

The Main Menu will display