



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Municipal Chief Executive Officers
Municipal Chief Fiscal Officers

FROM: Kimberly Kennison *Kimberly Kennison*
Executive Financial Officer

DATE: May 21, 2021

SUBJECT: Fiscal Health Monitoring System (FHMS) – Going Live

The Fiscal Health Monitoring System (FHMS) is now available for municipalities to access. In April, municipalities provided OPM their designated primary and secondary users for the new system. This information has been populated into FHMS. An email will be sent to designated users on Monday, May 24, 2021, from OPM-FHMS@ct.gov, providing information on how to access the system and create a personal password.

We have included several job aids to assist municipalities with the following:

- Accessing FHMS as a new user,
- Adding and editing FHMS user contacts and privileges to the system,
- Completing the appointment of auditor notification,
- Submitting the adopted budget and associated budget data.

The job aids and demonstration videos are located on the OPM website:
<https://portal.ct.gov/OPM/IGP-MUNFINSR/Municipal-Financial-Services/Annual-Report---Fiscal-Health-Monitoring-System---FHMS>

The first required deliverables to be completed in FHMS are:

1. Appointment of auditor notification, for the June 30, 2021 audit – Due June 1, 2021
➤ *extension provided until July 1, 2021 for FY 2021*
2. Adopted FY 2021-22 budget and summary data – Due July 1, 2021
➤ *or 30 days after budget adoption*

For additional assistance, we have scheduled the following dates and times for workshops on the required deliverables noted above:

- Wednesday, May 26th 10:30 a.m. – 12:00 p.m.
- Thursday, May 27th 2:30 p.m. – 4:00 p.m.

Please contact us at OPM-FHMS@ct.gov with a subject line of “FHMS Workshop May 26” to attend the May 26th workshop or “FHMS Workshop May 27” to attend the May 27th workshop.

We plan to provide more workshops and additional job aids as more functions become available in FHMS. If you should have any questions regarding this communication, please contact us at OPM-FHMS@ct.gov with a subject line of “**FHMS**”.

Cc: Members of the MFAC
Bill Plummer, OPM
Michael Reis, OPM
Morgan Rice, OPM