



## STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT

TO: Primary Users - Fiscal Health Monitoring System (FHMS)  
Municipal Chief Executive Officers and Chief Fiscal Officers

FROM: Kimberly Kennison *Kimberly Kennison*  
Executive Financial Officer

DATE: October 26, 2021

SUBJECT: FHMS - Annual Financial Data Report – Going Live

The Annual Financial Data Report (AFDR) located within the FHMS will be available for municipalities to complete starting Wednesday, October 27, 2021. Municipalities should access FHMS at <https://opm-fhms.ct.gov> to enter their FY 2020 information into the AFDR tile. We have enclosed job aids and user manuals to assist you. In addition, a demonstration video for completing the AFDR is available at <https://portal.ct.gov/OPM/IGP-MUNFINSR/Municipal-Financial-Services/Annual-Report--Fiscal-Health-Monitoring-System--FHMS>. These materials will also be available in the FHMS Help/Support tile.

The AFDR consists of four individual data entry forms with prior year data available to assist you.

- Financial Indicators: Key fiscal data derived directly from your annual financial audit report.
- Uniform Chart of Accounts (UCOA): A significantly scaled down reporting model as compared with required UCOA reporting from the past. Municipalities will enter General Fund expenditure data by common functions and key departments.
- Pensions: Pension information derived from your annual financial audit report including actuarial data regarding your defined benefit pension plans.
- Other Post-Employment Benefits (OPEB): OPEB information derived from your annual financial audit report including actuarial data regarding your defined benefit OPEB plans.

**The deadline for completing the AFDR is December 15, 2021. The municipality's designated primary user is required to certify the information.** We have scheduled the following workshops for questions you may have and to walk you through the system. Please contact us at [OPM-FHMS@ct.gov](mailto:OPM-FHMS@ct.gov) with a subject line of "FHMS AFDR Workshop November 8" to attend the November 8<sup>th</sup> workshop or "FHMS AFDR Workshop November 17" to attend the November 17<sup>th</sup> workshop.

#### Scheduled Workshops:

- Monday, November 8, 2021 1:00 p.m. – 3:00 p.m.
- Wednesday, November 17, 2021: 1:00 p.m. – 3:00 p.m.

Please contact us at [OPM-FHMS@ct.gov](mailto:OPM-FHMS@ct.gov) with a subject line of "AFDR" should you need assistance.

Cc: Members of the MFAC  
Municipal Finance Services

Enclosures (5)