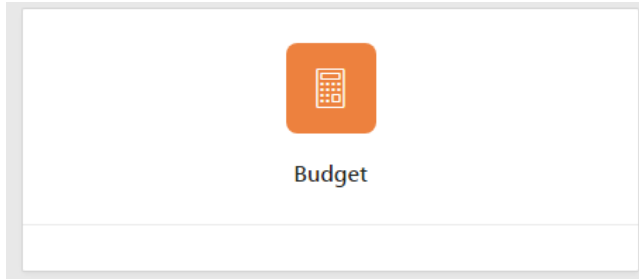


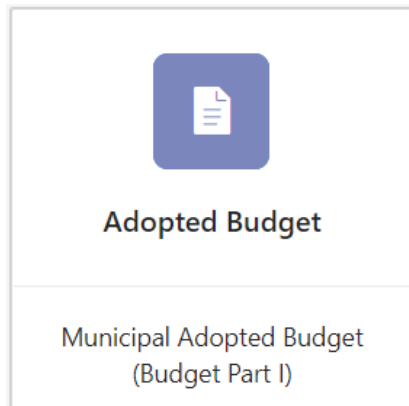
# Fiscal Health Monitoring System Budget Submission Job Aid



## 1. At the Main Menu – Select Budget Tile



## 2. Select Adopted Budget Tile

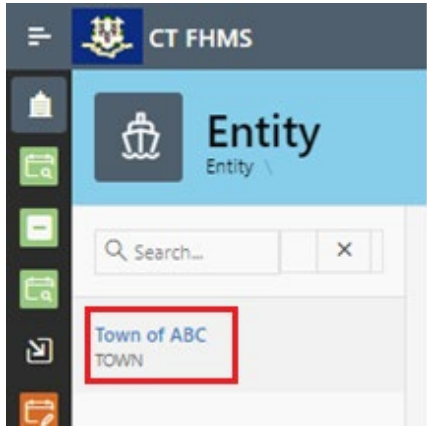


The Adopted Budget page displays

# Fiscal Health Monitoring System Budget Submission Job Aid



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



The Create button will display

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

The Budget Edit page will display

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

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:	<input type="text"/>
<b>Intergovernmental Revenue:</b>	
Revenues from State of CT Government:	<input type="text"/>
Revenues from Federal Government:	<input type="text"/>
Use of Fund Balance:	<input type="text"/> ⓘ
All Other Revenue:	<input type="text"/>
Total Revenue:	<input type="text"/> \$0

**Expenditures**

Education Expenditures:	<input type="text"/>
Debt Service:	<input type="text"/>
Contingency Amount:	<input type="text"/>
All Other Expenditures:	<input type="text"/>
Total Expenditures:	<input type="text"/> \$0

# Fiscal Health Monitoring System Budget Submission Job Aid



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

Budget \ Budget Edit

<b>Property Tax Revenue:</b>	\$85,017,994	
<b>Intergovernmental Revenue:</b>		
Revenues from State of CT Government:	\$1,988,650	←
Revenues from Federal Government:	\$0	
<b>Use of Fund Balance:</b>	\$1,800,000	
<b>All Other Revenue:</b>	\$3,484,270	
<b>Total Revenue:</b>	<b>\$92,290,914</b>	

---

**Expenditures**

<b>Education Expenditures:</b>	\$61,015,225	
<b>Debt Service:</b>	\$2,959,750	
<b>Contingency Amount:</b>	\$10,000	←
<b>All Other Expenditures:</b>	\$28,305,939	
<b>Total Expenditures:</b>	<b>\$92,290,914</b>	

\*Note: Total Revenue, Total Expenditures, Budget Tax Collection %, Mill Rates and Date Budget Adopted fields are required. You will not be able to submit your budget information to OPM unless the report is uploaded.

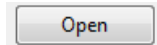
## 6. Adopted Budget Upload

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

**Adopted Budget Upload**

\* Adopted Budget File Upload   ←

The File Explorer will display. Choose your file and click



The file will display

# Fiscal Health Monitoring System Budget Submission Job Aid



## Adopted Budget Upload

\* Adopted Budget File Upload   

*\*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.

## 7. 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"*

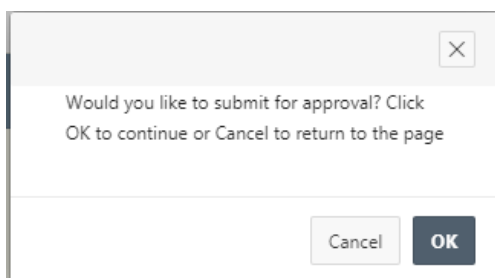
## Entity Certification

I Certify that the information that has been entered into this form is accurate to the best of my knowledge.

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](mailto: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.

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

A dialog box with a close button (X) in the top right corner. The text inside reads: "Would you like to submit for approval? Click OK to continue or Cancel to return to the page". At the bottom, there are two buttons: "Cancel" and "OK".

# Fiscal Health Monitoring System Budget Submission Job Aid



8. Click **OK**

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

## 9. Email Notifications:

Emails will be sent to you from [OPM-FHMS@ct.gov](mailto: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 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](mailto: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