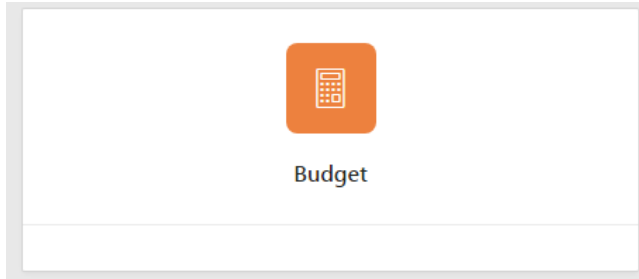


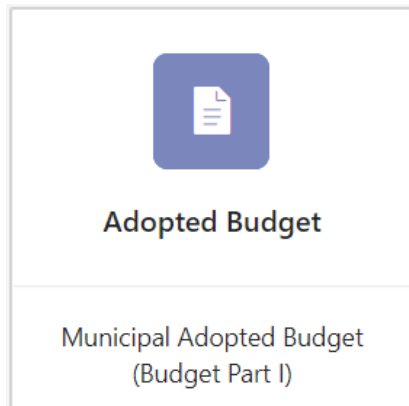
Fiscal Health Monitoring System Budget Submission Job Aid



1. At the Main Menu – Select Budget Tile



2. Select Adopted Budget Tile

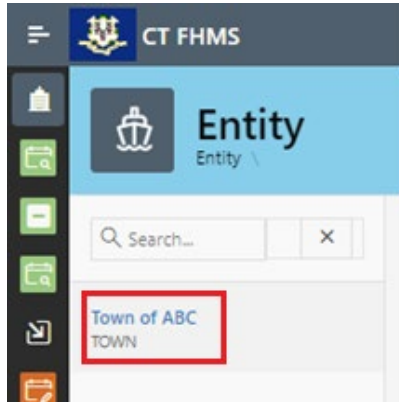


The Adopted Budget page displays

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 for the current fiscal period will display

A screenshot of the "Municipal Budget Database Form" in the Budget Edit page. The page header shows "Budget | Budget Edit". The form title is "Municipal Budget Database Form" with a subtitle "Enter data below based upon your Municipality's General Fund Adopted Budget." The form fields are: Fiscal Period of Budget: 2022, Entity Type: TOWN, Entity Name: Town of ABC. The form is divided into two main sections: "Revenues" and "Expenditures". The "Revenues" section includes: Property Tax Revenue, Intergovernmental Revenue (with sub-fields for Revenues from State of CT Government and Revenues from Federal Government), Use of Fund Balance, All Other Revenue, and Total Revenue (displaying \$0). The "Expenditures" section includes: Education Expenditures, Debt Service, Contingency Amount, All Other Expenditures, and Total Expenditures (displaying \$0).

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

Fiscal Health Monitoring System Budget Submission Job Aid



5. 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	

*Note: Total Revenue, Total Expenditures, Budget Tax Collection %, Mill Rates and Date Budget Adopted fields are required.

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

Fiscal Health Monitoring System Budget Submission Job Aid



The file will display

A screenshot of a web interface. At the top, there is a dark blue header with the text "Adopted Budget Upload" in white. Below the header, there is a red asterisk followed by the text "Adopted Budget File Upload". To the right of this text is a white input field containing the filename "Town of ABC 2021-2022 Adopted Budget.pdf". To the right of the input field are two small icons: a document icon and a circular refresh icon.

**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. The upload should include Revenues and Expenditures and clearly state that it is the adopted budget.

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"*

A screenshot of a web interface. At the top, there is a dark blue header with the text "Entity Certification" in white. Below the header, there is a light yellow background area. On the left side of this area is a small square checkbox. To the right of the checkbox is the text "I certify that the information that has been entered into this form is accurate to the best of my knowledge." Below this text, 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.

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

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

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 when your budget is submitted and when OPM has Accepted 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 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