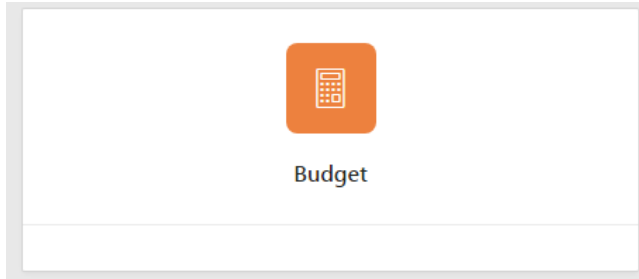
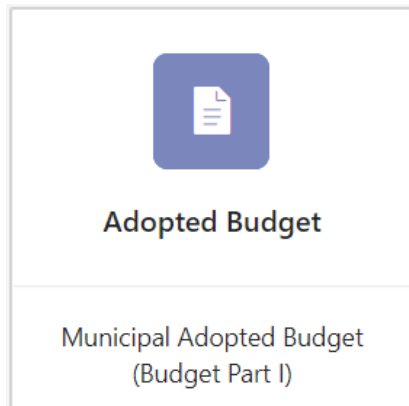


Fiscal Health Monitoring System Adopted Budget Submission Job Aid

1. At the Main Menu – Select Budget Tile



2. Select Adopted Budget Tile



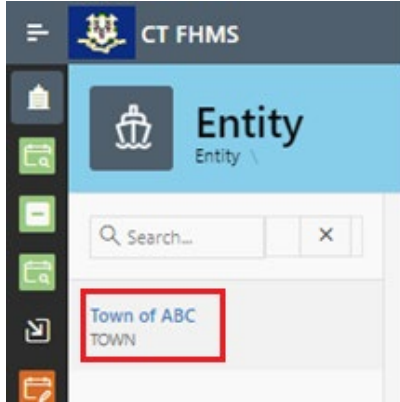
The Adopted Budget page displays

**Note:*

Beginning with the FY 2025 budget, municipalities will not be able to enter their spending cap information until they have entered and certified their information in the adopted budget tile and OPM has approved of the information.

Fiscal Health Monitoring System Adopted 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.

Home \ Budget \ Adopted Budget \ Adopted Budget Edit

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

Fiscal Period of Budget: 2025 Entity Type: TOWN Entity Name: TOWN OF ABC

Part - I

A Revenues


	2025	2024
A-1 Property Tax Revenue:	<input type="text" value="\$0"/>	\$37,515,249
<u>Intergovernmental Revenue:</u>		
A-4 Revenues from State of CT Government:	<input type="text" value="\$0"/>	\$16,997,918
A-6 Revenues from Federal Government:	<input type="text" value="\$0"/>	\$0
A-8 Use of Fund Balance:	<input type="text" value="\$0"/>	\$575,000
A-10 All Other Revenue (Including Other Financing Sources):	<input type="text" value="\$0"/>	\$9,387,450
A-12 Total Revenue:	<input type="text"/>	\$64,475,617

B Expenditures

B-1 Education Expenditures:	<input type="text" value="\$0"/>	\$35,776,212
B-4 Debt Service:	<input type="text" value="\$0"/>	\$2,396,581
B-6 Contingency Amount:	<input type="text" value="\$0"/>	\$408,574
B-8 All Other Expenditures (Including Other Financing Uses):	<input type="text" value="\$0"/>	\$25,894,250
B-10 Total Expenditures:	<input type="text"/>	\$64,475,617

Fiscal Health Monitoring System Adopted Budget Submission Job Aid



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

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

Home \ Budget \ Adopted Budget \ Adopted Budget Edit

A Revenues

2025

A-1 Property Tax Revenue:	<input type="text" value="\$7,000,000"/>
<u>Intergovernmental Revenue:</u>	
A-4 Revenues from State of CT Government:	<input type="text" value="\$2,000,000"/>
A-6 Revenues from Federal Government:	<input type="text" value="\$0"/>
A-8 Use of Fund Balance:	<input type="text" value="\$100,000"/>
A-10 All Other Revenue (Including Other Financing Sources):	<input type="text" value="\$50,000"/>
A-12 Total Revenue:	<input type="text" value="\$9,150,000"/>

B Expenditures

B-1 Education Expenditures:	<input type="text" value="\$9,000,000"/>
B-4 Debt Service:	<input type="text" value="\$100,000"/>
B-6 Contingency Amount:	<input type="text" value="\$25,000"/>
B-8 All Other Expenditures (Including Other Financing Uses):	<input type="text" value="\$25,000"/>
B-10 Total Expenditures:	<input type="text" value="\$9,150,000"/>

C Net Revenue

C-1 Net Revenue (Expenditures):	<input type="text" value="\$0"/>
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(Typically the amount reported in A-12 and B-10 equal, resulting in a zero value)



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



Fiscal Health Monitoring System Adopted Budget Submission Job Aid

6. Adopted Budget Upload

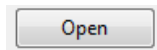
To choose a PDF, click the  button shown in the red box below.

Part II - Adopted Budget Upload

***Note: The complete adopted budget report is a requirement and will be made available to the public on OPM's Municipal Budget Database website. 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.**

Adopted Budget File Upload *  

The File Explorer will display. Choose your file and click



***Note:** Beginning with the FY 2025 budget, we only accept the adopted budget file in PDF form.

The file will display.

* Adopted Budget File Upload 

***Note:** You will not be able to certify the adopted budget form unless the adopted budget file 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 and that the adopted budget file uploaded is a true copy of the municipality's adopted budget"*

Entity Certification

I certify that the information that has been entered into this form is accurate to the best of my knowledge and that the adopted budget file uploaded is a true copy of the municipality's adopted budget.

Fiscal Health Monitoring System Adopted Budget Submission Job Aid



**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.

If the “Certify” button is not available, clear any warning in the yellow status section.

A screenshot of the 'Status' section in the system interface. The section is titled 'Status' and contains a yellow warning box. The warning box contains the text: 'Alerts: To certify, Please clear the warnings listed below.' Below this, there are three lines of text: 'Total Revenue: Total Revenue Must be greater than 0.', 'Budget Collection Percentage: Budget Collection Percentage must be within 1% – 100%', and 'Date Budget Adopted: Date Budget Adopted must be entered.' Below the yellow box is a dark blue header for 'Entity Certification'. Underneath, there is a checkbox and the text: 'I Certify that the information that has been entered into this form is accurate to the best of my knowledge and that the adopted budget file uploaded is a true copy of the municipality's adopted budget.'

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 confirmation dialog box. The dialog box has a title bar with a close button (X). 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'.

Fiscal Health Monitoring System Adopted Budget Submission Job Aid



8. Click 

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

Year ↓	Status	Entity Certification	OPM Acknowledgment
2025	Submitted	Yes	No

9. Email Notifications:

Emails will be sent to you from OPM-FHMS@ct.gov when your adopted budget is submitted and when OPM has Accepted or Denied your submission.

End of Process




Fiscal Health Monitoring System Adopted Budget Submission Job Aid

To return to the Budget Edit page – Click Year


Year ↓	Status	Entity Certification	OPM Acknowledgment
2025	Submitted	Yes	No

The Adopted 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