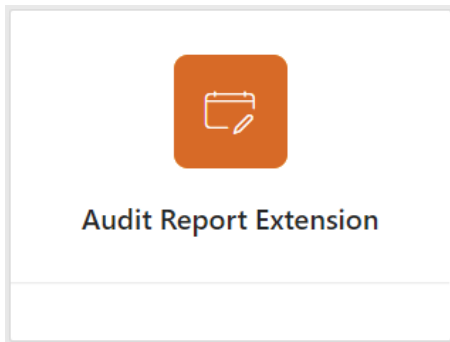


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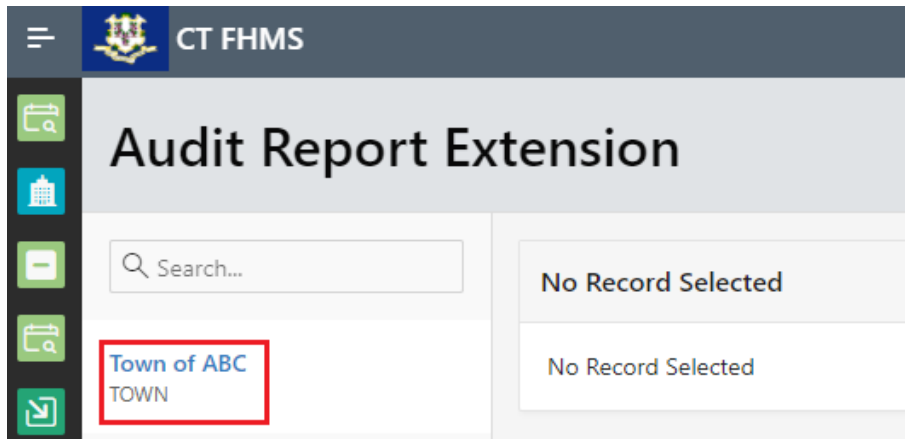


1. At the Main Menu – Select Audit Report Extension Tile



Audit Report Extension page displays

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



The Create button will display

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3. Click **Create** on the top right of the page

The Audit Report Extension Request Form page for the current fiscal year will display

Audit Report Extension Edit ✕

Audit Report Submission Extension Request Form

Fiscal Year: **2021**

Entity Name: **Town of ABC**

Entity Type: **TOWN**

Fiscal Period of Audit: *From:* **July 01, 2020** *To:* **June 30, 2021**

Extension #: **1**

Extension Requested Until: **January 31, 2022**

For Filing (Check all that Apply):

Financial Statements

State Single Audit

Cancel Save and Continue

“Financial Statements” and “State Single Audit” are automatically checked, so if one of them does not apply to your entity, then you need to uncheck it.

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4. Click **Save and Continue** on the bottom right of the page

The screenshot shows the "Audit Report Extension Information" page in the CT FHMS system. The page has a dark header with the CT FHMS logo and the user email "TEST@TOWNOFABC.GOV". A left sidebar contains various navigation icons. The main content area is titled "Audit Report Extension" and includes an "Edit" button. Below the title is a form with the following fields:

Fiscal Year:	2021
Entity Name:	Town of ABC
Entity Type:	TOWN
Status:	In Progress
Extension #:	1
Fiscal Period of Audit From:	July 01, 2020 To: June 30, 2021
Financial Statements:	Yes
State Single Audit:	Yes
Extension Requested Until:	January 31, 2022

Below the form is a "Work Schedule" section with an "Add Item / Issue" button. The work schedule area currently displays "no data found". A yellow note at the bottom of the form reads: "Note: To certify, complete the work schedule." Below the note is an "Entity Certification" section.

The Audit Report Extension Information page will display

At least one work schedule item needs to be added to the Extension request in order to certify your extension request and submit it to your auditor

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

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5. Click **Add Item / Issue** to enter a work schedule item

The Add Item/Issue page will display

A screenshot of the "Add Item / Issue" form. The form has a title bar with "Add Item / Issue" and a close button. Below the title bar, there are several fields: "Fiscal Year" with the value "2021", "Entity Type" with the value "TOWN", and "Entity Name" with the value "Town of ABC". There are three radio buttons for "Status": "Not Started", "In Progress" (which is selected), and "Completed". To the right of the status buttons is a "Planned Completion Date" field with a placeholder "MM/DD/YYYY" and a calendar icon. Below these are two text input fields: "Item / Issue" and "Name of Person Responsible". At the bottom of the form is a large text area labeled "Information or Action Needed". At the very bottom of the form are three buttons: "Cancel", a "+" button, and a "Save" button.

Enter information for one work schedule item.

**Note:* You cannot save and move on unless the Planned Completion Date is entered and is within 6 months of your entity's statutory due date.

6. Click **+** if you would like to add another work schedule or **Save** if you have entered all of your work schedule items


Repeat this step until all work schedule items have been entered. You can always add more if need be from the Audit Report Extension Information page (see step 5).


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Editing work schedule details already entered:

7. At the Audit Report Extension page, click  next to the work schedule, item number you want to edit

The Add Item/Issue page will display. You can make changes and click save when you are done. You can also click the  button at the bottom left of the page if you would like to delete the whole work schedule item.

Click  to return to the Audit Report Extension Information page.

8. 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

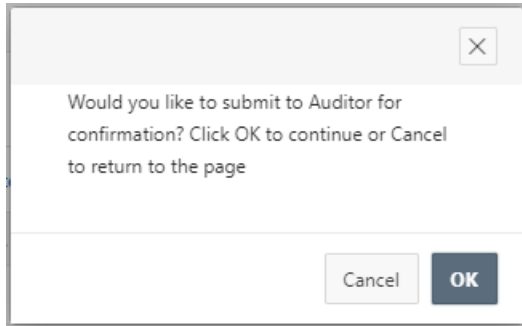
I Certify that the information that has been entered into this form is accurate to the best of my knowledge.

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.

***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 to Auditor for confirmation? Click OK to continue or Cancel to return to the page*

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9. Click 

The page will show you the status of your submission

Audit Report Extension Reset								
Year	Status	Extension #	Entity Certification	Auditor Confirmation	OPM Approval	Fiscal Year End Date	Extension Requested Until	
Town of ABC TOWN	2021	In Progress	1	Yes	No	No	June 30, 2021	January 31, 2022

1 - 1

10. Email Notifications:

You will be sent an email from OPM-FHMS@ct.gov letting you know that you have entered and certified your data and it is ready to be looked over by your auditor.

An email will also be sent to you after your auditor has confirmed the extension request and it has been submitted to OPM for approval.

End of Process

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To return to the Audit Report Extension Edit page – Click Year

Audit Report Extension Reset

Search...

Town of ABC
TOWN

Year	Status	Extension #	Entity Certification	Auditor Confirmation	OPM Approval	Fiscal Year End Date	Extension Requested Until
2021	In Progress	1	Yes	No	No	June 30, 2021	January 31, 2022

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The Audit Report Extension Edit page will display

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To submit another Extension Request:


In order to submit other Extension Requests, repeat steps 1-10 for each request. Each extension for a specific fiscal year will be presented in list form on the status page as seen below

Audit Report Extension		Reset						
Year	Status	Extension #	Entity Certification	Auditor Confirmation	OPM Approval	Fiscal Year End Date	Extension Requested Until	
2021	In Progress	2	Yes	No	No	June 30, 2021	February 28, 2022	
2021	Approved	1	Yes	Yes	Yes	June 30, 2021	January 31, 2022	

Town of ABC TOWN

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To get back to the main screen:

Click  at the top left corner of the page

The Main Menu will display