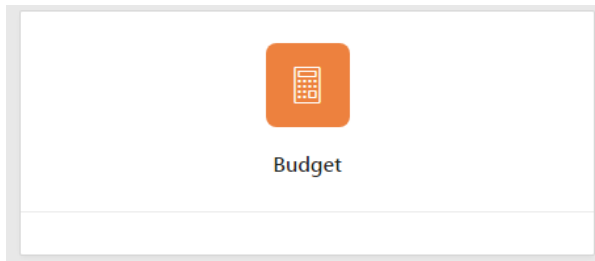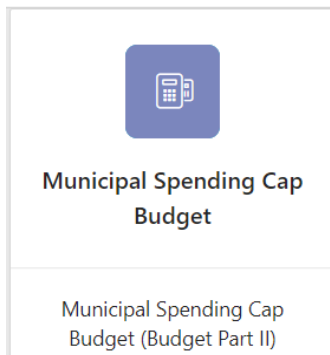**Fiscal Health Monitoring System**
Municipal Spending Cap Budget Submission
Job Aid

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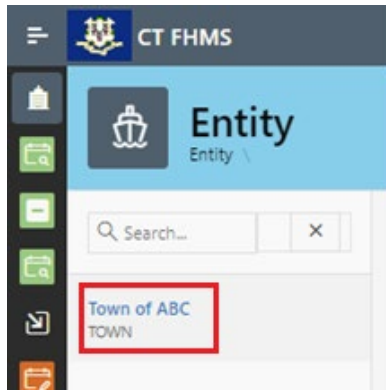

2. **Select Municipal Spending Cap Budget Tile**

The Municipal Spending Cap 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.

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

The Create button will display (the create button will not display if your Adopted Budget Tile has not been approved by OPM)

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

The Municipal Spending Cap Budget Form for the current and past fiscal year will display.

Home \ Budget \ Municipal Spending Cap Budget \ Municipal Spending Cap Budget Edit

Municipal Spending Cap Budget Form

Enter data below based upon your Municipality's adopted budget and underlying financial records for conformance with subsection (f) of CGS 4-66l.

Entity Type:	Entity Name:	Fiscal Year	Fiscal Year
TOWN	TOWN OF ABC	2025	2024

Expenditures

| A | Original Adopted Budget Expenditures (not adjusted) | $8,275,000 ⑦ | $2,160,000 |

Less expenditures for the following:

B   Municipal business type entities (list each below, i.e.: water pollution control authority):

	Description	Expenditure
B1		

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

5. **Enter data based upon your Municipality's Adopted Budget and underlying financial records for conformance with subsection (f) of CGS 4-66l.**

Line A will self-populate from your budget submission. If the expenditure amount is incorrect, you will need to email to OPM-FHMS@ct.gov and request that the Adopted Budget Tile be re-opened to make changes.

Note: If you have any questions regarding the information to be entered into the tile, please contact Gregory Lowrey at Gregory.Lowrey@ct.gov or Christine Goupil at Christine.Goupil@ct.gov.

6. **Entity Certification:**

Click the checkbox- *"I certify that the information that I have entered in this form conforms with subsection (f) of CGS 4-66I and is accurate based upon the underlying records maintained by the municipality. I am in agreement with the Adjusted Adopted Budget Expenditures results presented on Line Q of this form."*
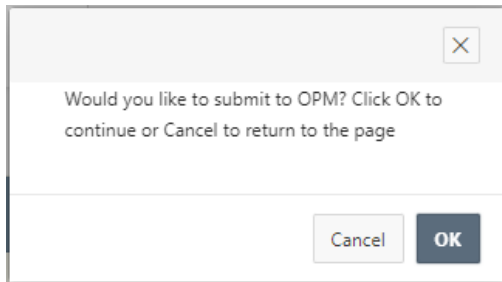
Note: Only the primary contact has the ability to certify the data. If you are not the primary, you can save the information and have your primary go into the system and certify the data.

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

7. **Click** [OK]

The Municipal Spending Cap Budget page will display that will show you the status of your submission

Year ↓≡	Status	Entity Certification	OPM Acknowledgment
2025	Submitted	Yes	No

8. **Email Notifications:**

Emails will be sent to you from OPM-FHMS@ct.gov when your Municipal Spending Cap Budget is submitted and when OPM has Accepted or Denied your submission. Please retain this email notification for auditing purposes

End of Submission

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To return to the Municipal Spending Cap Budget Edit page – Click Year

Year ↓⌶	Status	Entity Certification	OPM Acknowledgment
2025	Submitted	Yes	No

The Municipal Spending Cap Budget Edit page will display

Note: If you have certified the form but corrections need to be made, you will need to email OPM-FHMS@ct.gov and ask OPM to reopen the submitted Municipal Spending Cap Budget. Once it is reopened, you will be able to return to the Municipal Spending Cap Budget Edit page, and make the necessary changes.

To get back to the main screen:

Click   CT FHMS   at the top left corner of the page

The Main Menu will display