



STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT

TO: Primary Users - Fiscal Health Monitoring System (FHMS)
Municipal Chief Executive Officers and Chief Fiscal Officers

FROM: Kimberly Kennison *Kimberly Kennison*
Executive Financial Officer

DATE: October 26, 2021

SUBJECT: FHMS - Annual Financial Data Report – Going Live

The Annual Financial Data Report (AFDR) located within the FHMS will be available for municipalities to complete starting Wednesday, October 27, 2021. Municipalities should access FHMS at <https://opm-fhms.ct.gov> to enter their FY 2020 information into the AFDR tile. We have enclosed job aids and user manuals to assist you. In addition, a demonstration video for completing the AFDR is available at <https://portal.ct.gov/OPM/IGP-MUNFINSR/Municipal-Financial-Services/Annual-Report--Fiscal-Health-Monitoring-System--FHMS>. These materials will also be available in the FHMS Help/Support tile.

The AFDR consists of four individual data entry forms with prior year data available to assist you.

- Financial Indicators: Key fiscal data derived directly from your annual financial audit report.
- Uniform Chart of Accounts (UCOA): A significantly scaled down reporting model as compared with required UCOA reporting from the past. Municipalities will enter General Fund expenditure data by common functions and key departments.
- Pensions: Pension information derived from your annual financial audit report including actuarial data regarding your defined benefit pension plans.
- Other Post-Employment Benefits (OPEB): OPEB information derived from your annual financial audit report including actuarial data regarding your defined benefit OPEB plans.

The deadline for completing the AFDR is December 15, 2021. The municipality's designated primary user is required to certify the information. We have scheduled the following workshops for questions you may have and to walk you through the system.

Scheduled Workshops:

- Monday, November 8, 2021: 1:00 p.m. – 3:00 p.m.
- Wednesday, November 17, 2021: 1:00 p.m. – 3:00 p.m.

Please contact us at OPM-FHMS@ct.gov with a subject line of “**AFDR**” should you need assistance.

Cc: Members of the MFAC
Municipal Finance Services

Enclosures (5)