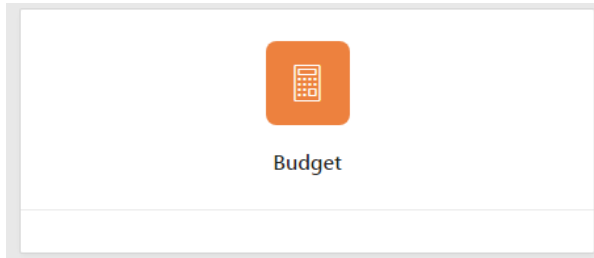


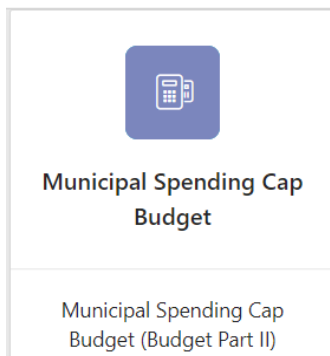
Fiscal Health Monitoring System Municipal Spending Cap Budget Submission Job Aid



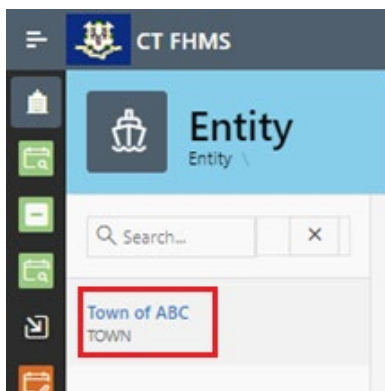
1. At the Main Menu – Select Budget Tile



2. Select Municipal Spending Cap Budget Tile



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



The Create button will display (the create button will not display if you have not completed and certified the Adopted Budget Tile)

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

The Municipal Spending Cap Form for the current fiscal year will display

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

Municipal Spending Cap 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	2024	2023

Expenditures

A Original Adopted Budget Expenditures (not adjusted)

Less expenditures for the following:

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

	Description	Expenditure
B1	<input type="text"/>	<input type="text"/>
B2	<input type="text"/>	<input type="text"/>
B3	<input type="text"/>	<input type="text"/>
B4	<input type="text"/>	<input type="text"/>
Total, B1-B4		<input type="text" value="\$0"/>
C Debt Service		<input type="text"/>
D Special education		<input type="text"/>
E Implementation of court orders or arbitration awards		<input type="text"/>
F Major disaster or emergency declaration by the President of the United States		<input type="text"/>
G Disaster emergency declaration issued by the Governor		<input type="text"/>

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

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

Expenditures

A Original Adopted Budget Expenditures (not adjusted)

Line A will self-populate from your budget submission

Less expenditures for the following:

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

	Description	Expenditure
B1	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
B2	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
B3	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
B4	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Total, B1-B4		<input style="width: 95%; height: 20px;" type="text" value="\$0"/>
C	Debt Service	<input style="width: 95%; height: 20px;" type="text"/>
D	Special education	<input style="width: 95%; height: 20px;" type="text"/>
E	Implementation of court orders or arbitration awards	<input style="width: 95%; height: 20px;" type="text"/>
F	Major disaster or emergency declaration by the President of the United States	<input style="width: 95%; height: 20px;" type="text"/>
G	Disaster emergency declaration issued by the Governor pursuant to chapter 517	<input style="width: 95%; height: 20px;" type="text"/>
H	Any disbursement made to a district pursuant to subsection (c) or (e) of section 4-66l of the Connecticut General Statutes	<input style="width: 95%; height: 20px;" type="text"/>

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

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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."*

The dialog box has a title bar "Entity Certification". Below the title bar, there is a checkbox that is currently unchecked. To the right of the checkbox is the text: "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." At the bottom left of the dialog box is a "Cancel" button, and at the bottom right is a "Save" button.

***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*

The dialog box has a close button (X) in the top right corner. The text inside reads: "Would you like to submit to OPM? Click OK to continue or Cancel to return to the page". At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "OK" on the right.

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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
2024	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.

End of Process

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

Year ↓	Status	Entity Certification	OPM Acknowledgment
2024	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. Save or Certify

To get back to the main screen:

Click  at the top left corner of the page

The Main Menu will display