

# Fiscal Year End Forms And Certifications User Guide

## Step 1: Log in under LHA Username/Password

You will arrive at the following Home Screen for Housing Applications.



## Step 2: Click on "FY End Certifications"

You will arrive at the following Home Screen:



### Step 3: Select the Fiscal Year You Want to Look At

Use drop down at top of screen to choose fiscal year.

Fiscal Year End Forms And Certifications  
Wellfleet Housing Authority

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Select Fiscal Year  
Fiscal Year 2017 ▼

Top 5 Compensation Form  
Certifications & Submit

### Step 4: Fill in Top 5 Compensation Form

#### A) Click the Button to Open the Top 5 Compensation Form

##### Important Notes about This Form:

- \* Enter the compensation information requested for the top 5 highest paid employees from all funding sources. Information must be provided at the LHA's Fiscal Year End and represents the ACTUAL compensation received for the entire year, NOT the budgeted amount. Not submitting this statement will prevent the LHA from submitting their year-end operating statements.
- \* If the position you need to select has one of the top five highest **budgeted** salaries but is not available in the dropdown below, it is because your **Budget** "Schedule of All Positions and Salaries" does not include this position. As long as it is no later than the first (1st) day of the eleventh (11th) month of the LHA's current fiscal year, please submit a budget revision with this new position. However, if it is past that date, please reach out to the Finance Manager at DHCD.
- \* If an employee's position appears in the **Budget** and the actual total compensation of that employee is one of the top five highest but the position is not appearing on the Top 5, select "Other Employee" in the drop-down and manually enter that position title and their earnings.
- \* You are obligated to report all income that you receive for the Fiscal Year. If you are unclear on where to report a certain type of income, please contact your HMS.
- \* Please consult the IRS for more information on how to assign value to these items.
- \* Per DHCD Budget Guidelines, executive directors must not receive longevity payments from any source.
- \* The "% Change from Budget Composite Amount" column represents the variance, if any, between budgeted and actual salary, which is comprised of base salary and management services agreements / other management contracts, only.
- \* Any salary sourced from Regional Capital Assistance Team administrative fees must be categorized under the "Other Management Contracts – State" column.

**B) Select Positions on Left Most Column from Drop-Down For Your Top 5 Highest Compensated Employees. If Do Not Have 5 Employees, Fill in the Employees You Have and Select “No Employee” for Remaining Rows. If an Employee is a Top 5 Highest Compensated Employee, but the Position Does Not Show Up by Default, in the Drop-Down Select “Other Employee.” Then, Enter Position Title and Salary Information in the Space Provided on the Form.**

Position	
1	--NO EMPLOYEE-- ▾
2	--NO EMPLOYEE-- ▾
3	--NO EMPLOYEE-- ▾
4	--NO EMPLOYEE-- ▾
5	--NO EMPLOYEE-- ▾

**For Each Employee:**

**C) Fill in that Employee’s Base Salary (separate by state vs. federal vs. other)**

**D) Fill in Any Compensation from a Management Services Agreement and from Other Management Contract (each separate by state vs. federal vs. other)**

**E) Overtime (separate by state vs. federal vs. other)**

**F) Other Compensation (separate by state vs. federal vs. other)**

**G) The Final 3 Columns in the Table Calculate Automatically; You Will Not Be Able to Edit These Fields**

**H) At the Bottom of the Form, Type Who Completed the Form and What Material Was Referenced**

Who completed this form ? If Fee Accountant, please list name.

What information did you reference to fill in the information above?

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**All Fields Are Required; If They Do Not Apply, Enter 0.**

**I) The form includes an optional comment box to input additional explanation, if needed.**

Comments

**J) Save the Form – the Save Button is In Bottom Left Corner of Your Screen.**

Save Data

Export To Pdf

Clear Data

**If You Did Not Complete All Required Fields, They Will Be Highlighted With A Red Box (see example below). You Need to Complete All Required Fields, Or Form Will Not Be Saved and ALL Data Entered in Form Will Be Lost.**

**J) Export the Form for Review By the Board – Button To Export Is At Bottom Of Your Screen. Please Save the Form First Or Export Will Not Work.**

Save Data

Export To Pdf

Clear Data

**Note: At This Point the Top 5 Compensation Form Still Has Not Been Submitted to DHCD. You Must First Complete the Year-End Certification and Upload It (see next two sections).**

#### **Step 4: To Fill in Year End Certification**


**A) Download a BLANK Copy of the Three Page Year End Certification. Click on the “Forms” button. This button appears on both the Fiscal Year End Forms and Certifications screen and the Top 5 Compensation Form screen.**

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Select Fiscal Year  
Fiscal Year

**Status : Submitted**



**B) Your computer will prompt you to download the Three Page Year End Certification. The document will open in Word format by default.**

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Select Fiscal Year  
Fiscal Year

What do you want to do with YearEndCertification.docx (45.9 KB)?  
From: hedfyendcerts.azurewebsites.net



**C) Save and Complete the Three Page Year End Certification Form with Your Board.**

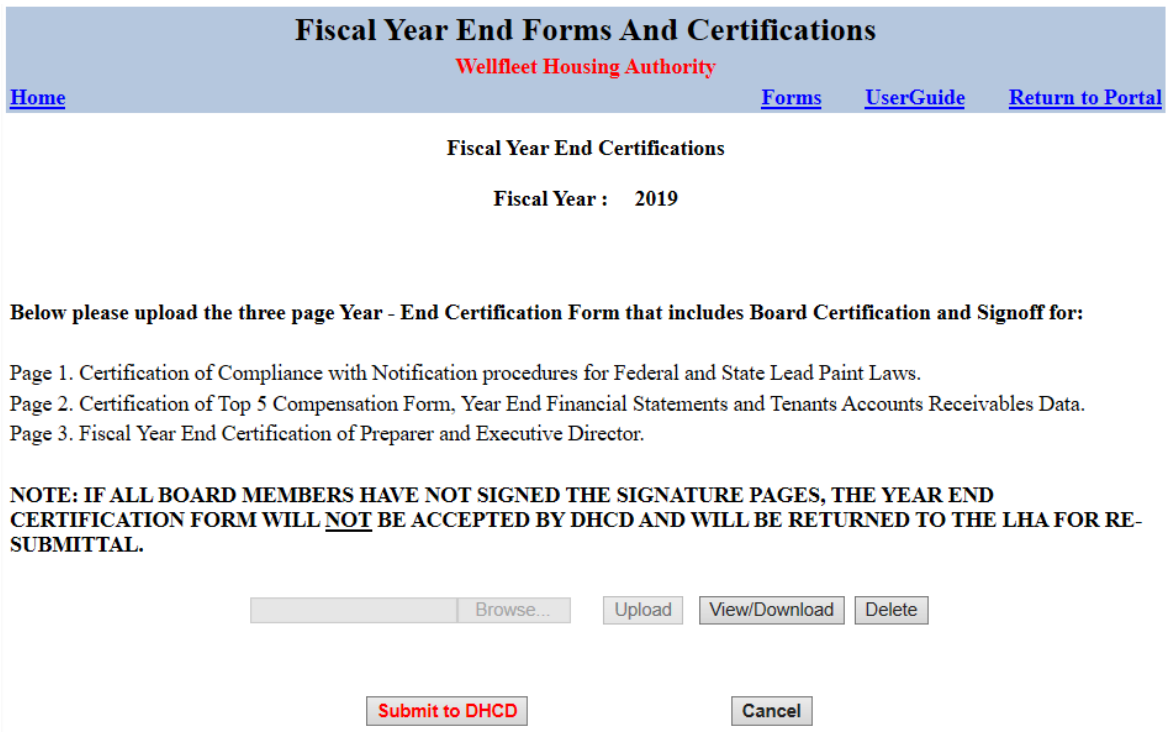
**D) Once Completed by the Board, Scan the Original Document and Save as a PDF File.**

**Step 5: To Upload Year End Certification**

**A) Go to the Home Page of the Fiscal Year End Forms and Certifications Page.**



**B) Click on “Certifications & Submit” button. You Will Arrive At The Screen Below:**



**C) To Upload the Form, Click the “Browse Button”. Once you Have Selected the File, Click the Upload Button.**

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**D) At Any Time, To View What You Have Uploaded, Click the “View/Download” Button. If You Made An Error, You Can Click the “Delete” Button and Re-Upload the Corrected Certification.**

**E) Note: The “Submit to DHCD” button Will Not Be Clickable until BOTH the Top 5 Compensation Form are Complete and the Year End Certification Has Been Uploaded. At This Point, Click the “Submit to DHCD” Button.**