

Financial Guideline 2017/2018 - 08

Registration with the Charities Regulator and updating Board of Management Members details

Registration with the Charities Regulator

Post Primary Schools come within the terms of the Charities Act 2009, as they fall within the definition of an ‘education body’ in the Act and, as such, are legally required to apply for inclusion on the Register of Charities. **Schools that have not created an account with the Charities Regulator should follow the process set out in Appendix A without further delay.**

Updating Board of Management Members details

Schools that have received their RCN (Registered Charity Number) from the Charities Regulator should log into their account with the Charities Regulator and review their Board of Management Member details. Schools may have a new Board of Management commencing their three-year term of office on the 15th of October 2017 or other schools may have had resignations from the Board of Management. These changes should be reflected in the school’s account with the Charities Regulator. The following are the steps to update Board of Management Member details:

1. Log into CRA account
2. Click on “Maintain Charity Details”
3. Fill in details of new Board Members
4. Remove details of resigned Board Members

In relation to new Board Members, each school must confirm to the Charities Regulator the following:

“All members of the Board of Management must not be disqualified, under Section 55 of the Charities Act 2009 from being a trustee (Board of Management Member) of a charitable organisation. This includes;

- a) is adjudicated bankrupt
- b) makes a composition or arrangement with creditors
- c) is convicted on indictment of an offence
- d) is sentenced to a term of imprisonment by a court of competent jurisdiction
- e) is the subject of an order under section 160 of the Companies Act 1990 or is prohibited, removed or suspended from being a trustee of a scheme under the Pensions Acts 1990 to 2008
- f) has been removed from the position of charity trustee of a charitable organisation by an order of the High Court under section 74.”

Please note if a school has not received their RCN from the Charities Regulator they will not be able to amend Board of Management Member details at this stage.

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

**Louise McNamara
Director, FSSU
12th October 2017**

Appendix A

Charities Registration Process for Schools

1. The School should email the following details to info@charitiesregulatoryauthority.ie for the attention of Mandy Osborne.
 - a) the school's name,
 - b) School Roll number,
 - c) its charitable purpose, *R-education*
 - d) country where the charity was established, *R- Ireland*
 - e) whether there is a principal place of business and activities in the Republic of Ireland, *R- yes*
 - f) the charity's financial year end date, *R- 31st August (most schools)*
 - g) the name and address to whom the CRA should send security information *R - Principal*
 - h) telephone number, *R- school phone number*
 - i) agreement to the CRA's terms and conditions.
2. When this has been processed, the CRA will send a PIN code to the named person.
3. The school uses the PIN to set up a charitable account with the CRA.
4. The school then completes the application form which is available once the account is set up.

One of the requirements of the online form is to upload the governing document of the organisation. For many schools, this is the Articles of Management. Please follow this link to download the Articles of Management: [Articles of Management](#)

Schools that do not use the Articles of Management as their governing document should contact their Trustee/Patron for the governing document relevant to their school.

For more information download the Charities Regulator [User Guide](#) for registration.

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.