

Financial Guideline 2018/2019 - 07

Community & Comprehensive and Voluntary Secondary schools

Charities Regulator - New Digital Platform

1. Introduction

The Charities Act 2009 requires all schools to register with the Charities Regulator. The Charities Regulator has launched a new digital platform, including a new registration application system. The new registration application system has been designed to assist the Charities Regulator to make decisions on applications more efficiently and includes specific forms for schools. The main objective has been pre-populated in these forms using section 9 of the Education Act 1998 and the forms are more user friendly e.g. addresses will pre-populate if a partial address or the Eircode is entered in the search field.

2. Schools that have not registered with the Charities Regulator

Schools that have not registered with the Charities Regulator should register **without further delay**. A PIN code is no longer required to create an account with the Charities Regulator. The school must simply create a new user account by selecting the “Log In” button on Charities Regulator website and then click on the “Sign Up” option. Once all user details have been submitted an email will be sent to the email address that has been provided. This email contains a verification link. The school should click on the link, log in, select the appropriate form and make the application. Please click [here](#) for further guidance on registration.

3. Schools that had created an account with the Charities Regulator but the application for charitable status was in progress/under query

As the school’s application was in progress/under query it was not possible to migrate the application to the new registration system. The school will therefore need to create a new user account by selecting the “Log In” button on Charities Regulator website and then click on the “Sign Up” option. Once all user details have been submitted an email will be sent to the email address that has been provided. This email contains a verification link. The school should click on the link, log in, complete and re-submit the application. Please click [here](#) for further guidance on registration.

4. Schools that have registered with the Charities Regulator and have received their “Registered Charity Number” (RCN) from the Charities Regulator

To access “MyAccount”, the school is required to reset the password on their first login and update their user profile on the new system. The school should enter the username/email address which was used for logging into the old system and follow the instructions. Once you are successfully logged in, your *MyAccount* home page will be displayed.

Please note that all correspondence to and from the Charities Regulator in relation to the school must now be conducted through the “Messages” option in MyAccount. Therefore, schools are required to log in regularly to check for messages and updates.

Further information or clarification on any of the issues raised in this guideline can be obtained from the Charities Regulator on 01 6331500.

Tel: 01-269 0677

info@fssu.ie

12th September 2018

Treoirlíne Airgeadais 2018/2019 - 07

Pobalscoileanna, Scoileanna Cuimsitheacha agus Meánscoileanna Deonacha

An Rialálaí Carthanas - Ardán Digiteach Nua

1. Réamhrá

Éilítear leis an Acht Carthanas 2009 go bhfuil ar gach scoil clárú leis an Rialálaí Carthanas. Tá an Rialálaí Carthanas tar éis ardán digiteach nua a sheoladh, lena n-áirítear córas nua um iarratais ar chlárú. Dearnadh an córas nua um iarratais ar chlárú chun cabhrú leis an Rialálaí Carthanas cinntí a dhéanamh maidir le hiarratais ar bhealach níos éifeachtúla agus áirítear foirmeacha sainiúla do scoileanna ann. Tá an príomhchuspóir léirithe sna foirmeacha sin cheana féin trí leas a bhaint as alt 9 den Acht Oideachais 1998 agus tá na foirmeacha níos furasta le húsáid m.sh. cuirfear seoltaí isteach go huathoibríoch má chuirtear isteach cuid den seoladh nó an Éirchód sa réimse cuardaigh.

2. Scoileanna nach bhfuil cláraithe leis an Rialálaí Carthanas

Ba cheart do scoileanna nach bhfuil tar éis clárú leis an Rialálaí Carthanas é a dhéanamh **gan a thuilleadh moille**. Níl gá le cód UAP a thuilleadh chun cuntas a chruthú leis an Rialálaí Carthanas. Ní gá don scoil ach cuntas úsáideora nua a chruthú trí chliceáil ar an gcnaipe “Logáil Isteach” ar láithreán gréasáin an Rialálaí Carthanas agus ansin an rogha “Cláraigh” a roghnú. Chomh luath is atá sonraí uile an úsáideora curtha isteach seolfar ríomhphost chuig an seoladh ríomhphoist a cuireadh ar fáil. Beidh nasc fíorúcháin sa ríomhphost sin. Ba cheart don scoil cliceáil ar an nasc sin, logáil isteach, an fhoirm chuí a roghnú agus an t-iarratas a dhéanamh. Cliceáil [anseo](#) le haghaidh tuilleadh treorach maidir le clárú.

3. Scoileanna a chruthaigh cuntas leis an Rialálaí Carthanas ach go raibh a n-iarratas ar stádas carthanais fós idir lámha nó á cheistiú

Ós rud é go raibh iarratas na scoile idir lámha/á cheistiú ní rabhthas in ann an t-iarratas a aistriú go dtí an córas cláraithe nua. Dá bhrí sin, beidh ar an scoil cuntas úsáideora nua a chruthú trí chliceáil ar an gcnaipe “Logáil Isteach” ar láithreán gréasáin an Rialálaí Carthanas agus ansin an rogha “Cláraigh” a roghnú. Chomh luath is atá sonraí uile an úsáideora curtha isteach seolfar ríomhphost chuig an seoladh ríomhphoist a cuireadh ar fáil. Beidh nasc fíorúcháin sa ríomhphost sin. Ba cheart don scoil cliceáil ar an nasc, logáil isteach agus an t-iarratas a chomhlánú agus a chur isteach arís. Cliceáil [anseo](#) le haghaidh tuilleadh treorach maidir le clárú.

4. Scoileanna a chláraigh leis an Rialálaí Carthanas agus a fuair a “nUimhir Charthanas Chláraithe” (UCC) ón Rialálaí Carthanas

Chun rochtain a fháil ar “MoChuntas”, ní mór don scoil an pasfhocal a athshocrú an chéad uair a logálann sí isteach agus a próifíl úsáideora a nuashonrú ar an gcóras nua. Ba cheart don scoil an t-ainm úsáideora/seoladh ríomhphoist céanna a chur isteach a bhí in úsáid acu chun logáil isteach sa seanchóras agus na treoracha a leanúint Nuair a éireoidh leat logáil isteach beidh do leathanach baile *MoChuntas* le feiceáil.

Tabhair faoi deara led’ thoil nach mór gach comhfhreagras leis an Rialálaí Carthanas maidir leis an scoil a dhéanamh tríd an rogha “Teachtaireachtaí” i MoChuntas anois. Dá bhrí sin, iarrtar ar scoileanna logáil isteach go rialta le seiceáil le haghaidh teachtaireachtaí agus nuashonruithe.

Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheistanna sa treoirlíne seo ach dul i dteagmháil leis an Rialálaí Carthanas ar 01 6331500.

Teil: 01-269 0677

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An 12 Meán Fómhair 2018