

**Financial Guideline P05 2018/2019**

**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.

**2. Schools that have not registered with the Charities Regulator**

Schools that have not registered with the Charities Regulator should register **without further delay**. 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. 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 the Charities Regulator website and then click on the “Sign Up” option. 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**

Visit the Charities Regulator’s website [www.charitiesregulator.ie](http://www.charitiesregulator.ie) and select the “Log In” button, 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.

Further information or clarification on any of the issues raised in this guideline can be obtained from the Charities Regulator on (01) 633 1500.

**If you need any further information, please email [primary@fssu.ie](mailto:primary@fssu.ie) or phone (01) 910 4020**

**Financial Support Services Unit**

**Treoir Airgeadais P05 2018/2019**

**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.

**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**. 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. Clliceáil [anseo](#) le haghaidh tuilleadh teorach 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. Clliceáil [anseo](#) le haghaidh tuilleadh teorach maidir le clárú.

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

Téigh chuig láithreán gréasáin an Rialálaí Carthanas <https://www.charitiesregulator.ie/ga> agus roghnaigh an cnaipe “Logáil Isteach”. Ní mór don scoil an pasfhocal a athshocrú nuair a logáiltear isteach den chéad uair agus an phróifíl 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 teoracha a leanúint ansin. Nuair a éireoidh leat logáil isteach beidh do leathanach baile MoChuntas le feiceáil.

Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa treoirlíne seo ach dul i dteagmháil leis an Rialálaí Carthanas ar (01) 633 1500.

**Má bhíonn tuilleadh eolais uait, cuir r-phost chuig [primary@fssu.ie](mailto:primary@fssu.ie) nó cuir glao ar (01) 910 4020**

**An tAonad um Sheirbhísí Tacaíochta Airgeadais**