

## Financial Guideline 2019/2020 - 18

### Community & Comprehensive and Voluntary Secondary schools

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

*This guideline supersedes guideline 08-2017/2018 Registration with the Charities Regulator and updating Board of Management Members details.*

### 1. Introduction

The Charities Act 2009 requires all schools to register with the Charities Regulator.

### 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 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 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 Charities Regulator launched a new digital platform in 2018. If the school registered on the old platform and has not yet logged onto the new platform then the school is required to reset the password on their first login and update their user profile on the system. The school should enter the username/email address which was used to register with the Charities Regulator and follow the instructions. Once you are successfully logged in, your MyAccount home page will be displayed.

#### 4. Updating Board of Management Members details

Schools may have a new Board of Management commencing their three-year term of office on the 15<sup>th</sup> of October 2019 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 the school's account on the Charities Regulator's website
2. Click on "New Filing"
3. Select "Filing Maintain Trustees, Connections and External Advisors"
4. Fill in details of new Board Members
5. Delete the resigned Board Members

New members of the Board of Management do not need to complete and upload a Trustee Declaration. Instead 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 that all correspondence to and from the Charities Regulator in relation to the school must 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](mailto:info@fssu.ie)

13<sup>th</sup> November 2019

## Treoirline Airgeadais 2019/2020 - 18

### Pobalscoileanna, Scoileanna Cuimsitheacha agus Meánscoileanna Deonacha

## Clárú leis an Rialálaí Carthanas agus sonraí Chomhaltaí an Bhoird Bhainistíochta a nuashonrú

*Tá an treoirline seo ag dul in ionad threoirline 08-2017/2018 Clárú leis an Rialálaí Carthanas agus sonraí Bhaill an Bhoird Bhainistíochta a nuashonrú.*

### 1. Réamhrá

Éilítear de réir an Achta Carthanas, 2009 go bhfuil ar gach scoil clárú leis an Rialálaí Carthanas.

### 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 gnaipe “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, an fhoirm chuí a roghnú agus an t-iarratas a dhéanamh. Cliceáil [anseo](#) le haghaidh tuilleadh teorach maidir le clárú.

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

Tabhair cuairt ar láithreán gréasáin an Rialálaí Carthanas [www.charitiesregulator.ie](http://www.charitiesregulator.ie) agus roghnaigh an cnaipe “Logáil Isteach”. Sheol an Rialálaí Carthanas ardán digiteach nua in 2018. Más amhlaidh a chláraigh an scoil ar an sean-ardán agus nach bhfuil siad tar éis logáil isteach ar an ardán nua go fóill, is gá dóibh an pasfhocal a athshocrú ar logáil isteach dóibh den chéad uair agus a bpróifíl úsáideora a nuashonrú ar an gcóras. Ba cheart don scoil an t-ainm úsáideora/seoladh ríomhphoist céanna a chur isteach a bhí in úsáid acu chun clárú leis an Rialálaí Carthanas, agus na treoracha a leanúint ansin. Nuair a éireoidh leat logáil isteach beidh do leathanach baile MoChuntas le feiceáil.

#### 4. Sonraí na gComhaltaí Boird Bainistíochta a nuashonrú

D'fhéadfadh go mbeadh Bord Bainistíochta nua ag scoileanna, agus a dtéarma oifige trí bliana á thosú ag comhaltaí an Bhoird sin ar an 15 Deireadh Fómhair 2019, nó i gcás scoileanna eile, d'fhéadfadh go mbeadh comhaltaí ón mBord Bainistíochta tar éis éirí as. Ba chóir go mbeadh na hathruithe sin curtha in iúl sa chuntas atá ag an scoil leis an Rialálaí Carthanas. Seo a leanas na céimeanna a theastaíonn chun sonraí Chomhaltaí an Bhoird Bhainistíochta a nuashonrú:

1. Logáil isteach i gcuntas na scoile ar láithreán gréasáin an Rialálaí Carthanas
2. Cliceáil ar “Comhdú Nua”
3. Roghnaigh “Comhdú Iontaobhaithe, Naisc agus Comhairleoirí Seachtracha a Choimeád”
4. Líon isteach sonraí Comhaltaí Boird nua
5. Scrios sonraí na gComhaltaí Boird a d'éirigh as

Ní gá do chomhaltaí nua ar an mBord Bainistíochta Dearbhú Iontaobhaí a chomhlánú agus a uaslódáil. Ina ionad sin, is gá do gach scoil an méid seo a leanas a dheimhniú leis an Rialálaí Carthanas:

“I gcás comhaltaí uile an Bhoird Bhainistíochta, ní cóir go mbeidís dícháilithe, faoi Alt 55 den Acht Carthanas 2009, ó bheith ina n-iontaobhaithe (Comhalta Boird Bainistíochta) de chumann carthanachta. Áirítear leis sin;

- a) go mbreithneofar ina fhéimheach nó ina féimheach é nó í
- b) go ndéanfaidh sé nó sí imshocraíocht nó comhshocraíocht le creidiúnaithe
- c) go gciontófar é nó í ar díotáil i gcion
- d) go gcuirfidh cúirt dlínse inniúla téarma príosúnachta air nó uirthi
- e) go ndéanfar ordú ina thaobh nó ina taobh faoi alt 160 d'Acht na gCuideachtaí 1990 nó go dtoirmiscfear, go mbrisfear nó go bhfionrófar é nó í ó bheith ina iontaobhaí nó ina hiontaobhaí ar scéim faoi na hAchtanna Pinsean 1990 go 2008
- f) go mbeifear tar éis é nó í a bhriseadh as post iontaobhaí carthanais de chuid eagraíochta carthanúla le hordú ón Ard-Chúirt faoi alt 74.”

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

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 6331500.

Guthán: 01-269 0677

[info@fssu.ie](mailto:info@fssu.ie)

An 13 Samhain 2019