

Financial Guideline P11- 2021/2022

Charities Regulator Requirements for Schools

1. Introduction

The Charities Act 2009 requires all boards of management to register their schools with the Charities Regulator.

2. New schools or schools that have not yet registered with the Charities Regulator

Schools that have not registered with the Charities Regulator, must register **immediately**.

[Click here](#) for the **Registration User Guide**.

On receipt of the Registered Charity Number (RCN), the board should ensure that this number is shown on the school website, any fundraising material and is also included on the headed paper of the school. If the board avails of the Charitable Donations Scheme, the RCN will be required by Revenue.

3. Annual Requirements

3.1 Updating Board of Management Members Details

When a new board of management commences their term of office or there have been changes to the board membership, these changes must be reflected in the school's account with the Charities Regulator.

3.2 Communication from the Charities Regulator

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.

If you require any further information, please email primary@fssu.ie or phone (01) 910 4020

Financial Support Services Unit

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