

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

December 2021

Treoir Airgeadais P11- 2021/2022

Riachtanais an Rialálaí Carthanas do Scoileanna

1. Réamhrá

Éilítear de réir an Achta Carthanas, 2009 go bhfuil ar gach bord bainistíochta a scoil a chlárú leis an Rialálaí Carthanas.

2. Scoileanna nua nó scoileanna nach bhfuil cláraithe fós leis an Rialálaí Carthanas

Scoileanna nach bhfuil cláraithe leis an Rialálaí Carthanas go fóill, ní mór dóibh clárú láithreach bonn.

[Clliceáil anseo](#) don **Treoir d'Úsáideoirí maidir le Clárúchán**.

Ar an Uimhir Charthanas Chláraithe (RCN) a fháil, ba cheart don bhord a chinntiú go dtaispeántar an uimhir seo ar shuíomh gréasáin na scoile, ar aon ábhar tiomsú airgid agus ar pháipéar ceanteidil na scoile. Má bhaineann an bord leas as Scéim um Thabhartais Carthanúla, beidh an RCN ag teastáil ó na Coimisinéirí Ioncaim.

3. Ceanglais Bhliantúla

3.1 Sonraí Chomhaltaí an Bhoird Bainistíochta a Nuashonrú

Nuair a thosaíonn bord bainistíochta nua a théarma oifige nó sa chás go ndearnadh athruithe ar chomhaltacht an bhoird, ní mór na hathruithe sin a léiriú i gcuntas na scoile leis an Rialálaí Carthanas.

3.2 Cumarsáid ón Rialálaí Carthanas

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

Má bhíonn aon eolas breise uait, ná bíodh drogall ort r-phost a chur chuig primary@fssu.ie nó glao a chur ar (01) 910 4020

An tAonad um Sheirbhísí Tacaíochta Airgeadais

Nollaig 2021