

# Annual Reporting for Schools: Getting Prepared Webinar

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# What is the Annual Report?

- Describes your activities and financial affairs for the preceding 12 months.
- It is required by law, 10 months after the end of your financial year. For most schools this is 30 June.
- Contents are published in the online Public Register of Charities.

# Annual Reporting process

FSSU supply Charities Regulator with financial, staffing and volunteer information



We add information related to your activities



You check the information and submit

# How do I submit my Annual Report?

- Only through our online portal - MyAccount.
- For access, you need a customer account linked to your charity account.
- Setting up a new authorised filer is fast and straight forward.
- Requires a letter signed by a member of the Board of Management (must be different than the filer).

# Demonstration

# What you need to have for Annual Reporting?

## Log in

- Check if you can access your account
- If not, create one ahead of time
- Log in

## Check information

- Check information is correct

## Submit

- Submit the form

# Keeping your school up-to-date

Other information you must provide to the Charities Regulator to keep your records up-to-date:

- **Board of Management** – inform us of all changes to your board of management, via the form update trustees, connections and external advisors.
- **Charity details verification** - complete this form to ensure your schools information is up-to-date

# Helpful resources

- We have a range of resources to help you on:
- Short 'how to' videos
- Step by step guides
- FAQs
- User Guides





# Last but not least....

- It is a legal requirement.
- The Charities Regulator cannot grant extensions.
- Check you can access MyAccount today.

# Thank You

[www.charitiesregulator.ie](http://www.charitiesregulator.ie)