

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