

Locate & File your Annual Report



An Rialálaí
Carthanas
Charities
Regulator

1 Visit our website

Visit www.charitiesregulator.ie go to **Log in** button.



2 Sign in

Enter your login name and password and click **'Login'**.



3 Find your school



The school details should appear in the bottom of **'Manage my Charity'** section on the dashboard.

4 Click on 'file the annual report for schools now' button



Warning: If you are the authorised filer for more than one school please check the name of the school at the top of the list before proceeding to ensure that you are filing for the correct school.

5 Click Continue

Click **'Continue'** to start a new filing for this charity.



6 Annual Report Form

Each February schools are required, in accordance with the Section 18 of the Education Act 1998, to submit their annual accounts to the FSSU. To facilitate schools, the FSSU has shared the school's approved annual school accounts with the Charities Regulator. This information is pre-populated in the Charities Regulator's annual report form for your school.



You must review the information to ensure it is correct, if you find information that is incorrect, you may simply correct it on the online form.

7 Declaration

Once you are satisfied the information contained in the online form is correct you must submit a declaration at the end of the online form.

