



An important message from the Charities Regulator – Fulfilling Compliance Obligations

The FSSU collates annual financial information for schools and passes this information to the Charities Regulator. To complete the annual compliance requirements of the Charities Regulator, **please review and verify this information** on the Charities Regulator's online portal **by June 30th annually**.

Please take the following steps, starting with the oldest report form outstanding:

1. Log into your account on the Charities Regulator online portal.
 2. Review the information for each of the outstanding annual reports, up to and including the school year ending 31 August 2024.
 3. Declare that the information is correct and submit.
- The steps above are outlined in our helpful infographic [here](#).
 - To access your customer account or if you cannot remember your login name or password, you will find instructions in our helpful infographic [here](#).
 - For further information we have also provided a helpful video showing step-by-step instructions on the above:
 - Primary: Watch [here](#).
 - Post-Primary: Watch [here](#).

Annual Reports Outstanding Prior to 2019

Annual reporting forms are pre-populated for the years 2019* - 2024. However, annual report forms outstanding prior to 2019 are not pre-populated. If you have not already done so, please input the information required and submit any outstanding annual report forms starting with the oldest **as soon as possible**.

If you find information that is incorrect in the pre-populated form, simply correct it on the pre-populated form. Please inform the FSSU of any corrections you make.

*(2019 reports will not be pre-populated for Community and Comprehensive schools as accounts were not submitted to the FSSU for that period.)

If you have queries in relation to your annual report, please contact the Charities regulator:

Our phone lines are open between 10am-1pm Monday to Friday.

Phone: [01-6331500](tel:01-6331500)

Email: info@charitiesregulator.ie

June 2025