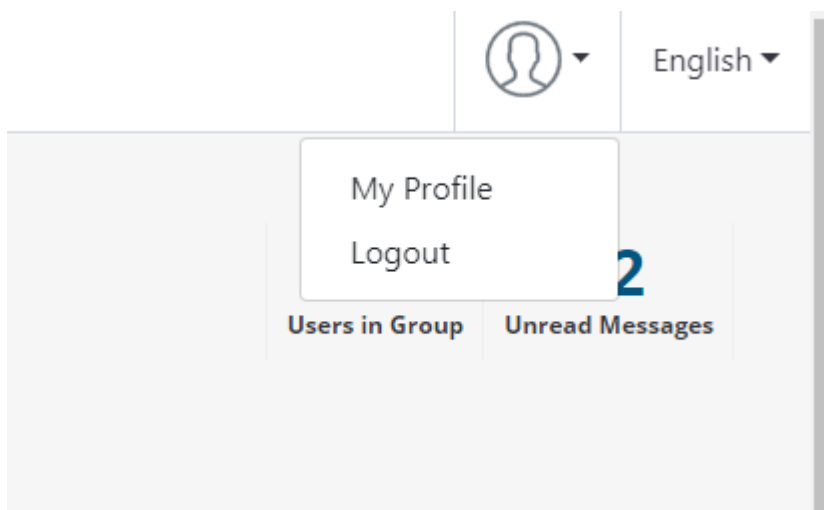


User Guide – Schools Annual Report

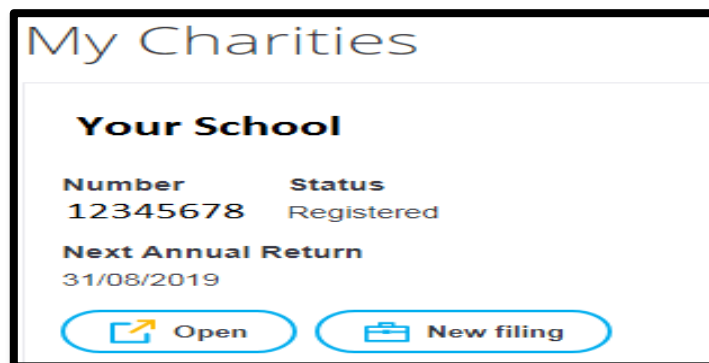
You must be logged into *MyAccount* to file an annual report.

How do I update my own user details in MyAccount?

You must be logged into MyAccount to update your own user details. Once logged in, click on the symbol at the top right of the screen and click on 'My Profile' to open your account. Please enter a [First Name], [Last Name] and [Phone Number] and once finished, click on 'Save.'



Once logged in, select the school from your 'My Charities' section at the bottom of the dashboard:



Click on 'New Filing' and then on start at 'Annual Report for Schools' in the list (last option on the list):

Select from the options below

Type to filter...

Filing Maintain Contact and Location of Operations Details <i>Register: Charity</i>	Start
Filing Change of Charity Name <i>Register: Charity</i>	Start
Filing Maintain Trustees, Connections and External Advisors <i>Register: Charity</i>	Start
Filing Maintain Bank Account <i>Register: Charity</i>	Start
Filing Change Purpose <i>Register: Charity</i>	Start
Filing Maintain Fundraiser Details <i>Register: Charity</i>	Start
Filing Winding up and Deregistration of a Registered Charity <i>Register: Charity</i>	Start
Filing Change in Financial Year End <i>Register: Charity</i>	Start
Filing Annual Report for Schools <i>Register: Charity</i>	Start

Then click on 'Continue' to open the form (if Continue button is not visible, scroll down):

Filing
Annual Report for Schools
Register: Charity

Start

Click Continue to start a new filing for this charity

Cancel

Continue [9]

Please note the following as you work through the form:



The 'eye' symbol indicates that the information entered in a particular field will appear on the public Register.

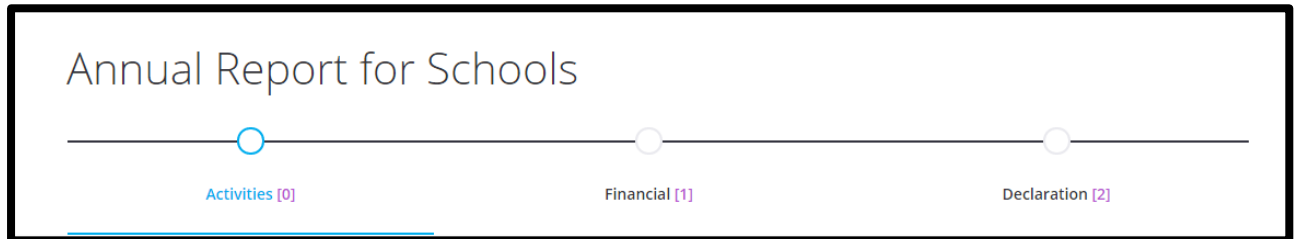


Fields marked with a red asterisk are mandatory and must be completed.



This symbol indicates that there is further information available if you hold your mouse over it.

There are three sections to complete in the Annual Report form – Activities, Financial and Declaration.



Activities

In this section you are required to provide information about the charitable activities of your school during the relevant reporting period.

The name of your school, the Roll number and the reporting period dates will appear at the top of the screen. Please ensure that the information you enter in the annual report is for the relevant financial year as per the reporting period dates.

For your convenience a number of the fields have been pre-populated (filled in), but some of these fields can be edited if you wish to provide more information:

The activities which were carried out by your school during the reporting period in furtherance of your charitable objectives – pre-populated with ‘Education/Training’ (this cannot be edited).

A short description of the activities during the reporting period in furtherance of your charitable objectives – pre-populated with advancement of education through the activities of the school (this is editable - if you wish to amend or add some additional information, up to approx. 300 words, click anywhere in the text box).

Who were the direct beneficiary groups of your school during the reporting period –
pre-populated with ‘Pupils attending the school’ (this cannot be edited).

Indicate the average number of employees your school had during the reporting period

Please select one band to indicate the average number of employees paid directly by the School. This should include teaching and non-teaching staff, full and part-time. Do not include employees paid directly by the Department of Education and Skills.

Indicate the number of individuals who volunteered for your school during the reporting period

Select one band from the drop-down list to indicate the average number of volunteers. This should include parents and other individuals who, for example, accompany teachers and pupils on school trips, or who assist with the organisation of activities such as a sports day or a Christmas play.

Financial

In this section you are required to provide details about your school’s income and expenditure in the relevant reporting period.

Gross Income

This is the total gross amount of all income your school received from all sources during the reporting period. Select one band from the drop-down list to indicate the amount. This should include income received from the Department of Education and Skills and all other sources, e.g. fundraising, donations, Parents Association etc.

Gross Expenditure

Please select one band to indicate the gross expenditure of the school during the reporting period. Do not include salaries paid directly by the Department of Education and Skills.

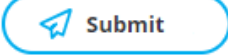
What was the expenditure on salaries in the period?

Please select one band to indicate the expenditure on salaries of employees paid directly by the school. Do not include salaries paid directly by the Department of Education and Skills.

Declaration

This section allows you to review the information you have provided. If something is not correct, at this point you should go back and make the required amendment(s).

Once you are satisfied that everything has been entered correctly, complete the declaration

and click on  to submit the report to the Charities Regulator.

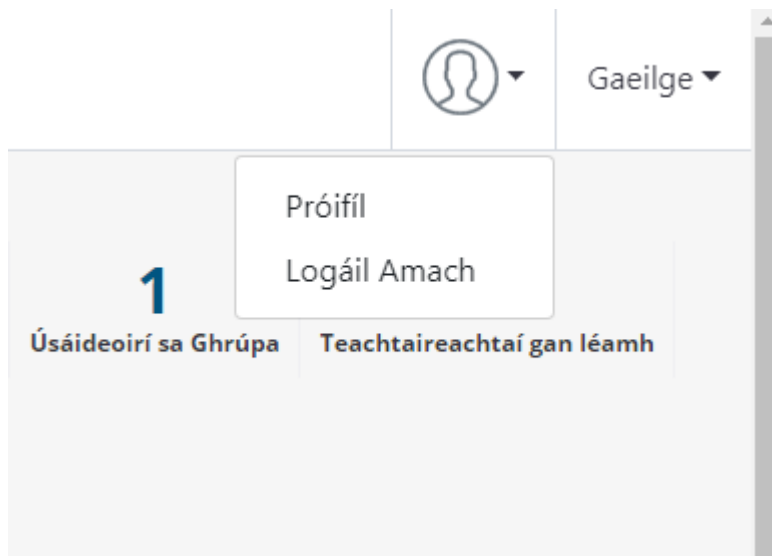
[English](#)

Tuarascáil Bhliantúil Scoile – Treoir Úsáideora

Ní mór duit bheith logáilte isteach i 'Mo Chuntas' chun tuarascáil bhliantúil a chomhdú.

Conas is féidir liom mo shonraí úsáideora féin a nuashonrú i 'MoChuntas'?

Ní mór duit bheith logáilte isteach i 'MoChuntas' chun do shonraí úsáideora a nuashonrú. A luaithe atá tú logáilte isteach, cliceáil ar an tsiombail ag an mbarr ar dheis den scáileán agus cliceáil ar 'Próifíl' chun do chuntas a oscailt. Iontráil do chéadainm, do shloinne agus d'uimhir theileafóin agus, a luaithe atá tú críochnaithe, cliceáil ar 'Sábháil'.



A luaithe atá tú logáilte isteach, roghnaigh an scoil ón rannán 'Mo Charthanas' ag bun na deaise:



Cliceáil ar 'Comhdú Nua' agus ansin ar 'Tuarascáil Bhliantúil do Scoileanna' sa liosta (is é an rogha dheireanach ar an liosta):

Roghnaigh ó na roghanna thíos

Cineál a scogadh

Comhdú Maintain Contact and Location of Operations Details <i>Cláraithe: Charity</i>	Tosaigh
Comhdú Change of Charity Name <i>Cláraithe: Charity</i>	Tosaigh
Comhdú Maintain Trustees, Connections and External Advisors <i>Cláraithe: Charity</i>	Tosaigh
Comhdú Maintain Bank Account <i>Cláraithe: Charity</i>	Tosaigh
Comhdú Change Purpose <i>Cláraithe: Charity</i>	Tosaigh
Comhdú Maintain Fundraiser Details <i>Cláraithe: Charity</i>	Tosaigh
Comhdú Winding up and Deregistration of a Registered Charity <i>Cláraithe: Charity</i>	Tosaigh
Comhdú Change in Financial Year End <i>Cláraithe: Charity</i>	Tosaigh
Comhdú Annual Report for Schools <i>Cláraithe: Charity</i>	Tosaigh

Cliceáil ansin ar 'Lean ar Aghaidh' chun an fhoirm a oscailt (mura bhfuil an cnaipe 'Lean ar Aghaidh' le feiceáil ar an scáileán, scrollaigh síos):

Comhdú
Annual Report for Schools
Clóraigh: Charity

Click Continue to start a new filing for this charity

Cealaigh

Leanúint ar aghaidh [5]

Tosaigh

Tabhair na nithe seo a leanas faoi deara agus tú ag dul tríd an bhfoirm:



Tugann an tsiombail 'súile' le fios go mbeidh an fhaisnéis a iontráiltear i réimse ar leith le feiceáil ar an gClár poiblí.



Is réimsí éigeantacha iad na réimsí atá marcáilte le réiltín dearg agus ní mór iad a chomhlánú.



Tugann an tsiombail seo le fios gur féidir leat tuilleadh faisnéise a fháil má choinníonn tú do luchóg uirthi.

Tá trí rannán le comhlánú san fhoirm 'Tuarascáil Bhliantúil' – Gníomhaíochtaí, Airgeadas agus Dearbhú.

Annual Report for Schools

Gníomhaíochtaí [0] Airgeadas [1] Dearbhú [2]

Gníomhaíochtaí

Sa rannán seo, ceanglaítear ort faisnéis a thabhairt faoi ghníomhaíochtaí carthanúla do scoile le linn na tréimhse tuairiscithe iomchuí.

Beidh ainm do scoile, an uimhir rolla agus na dátaí tréimhse tuairiscithe le feiceáil ag barr an scáileáin. Déan deimhin de gur leis an mbliain airgeadais iomchuí, de réir na ndátaí tréimhse tuairiscithe, a bhaineann an fhaisnéis a iontrálann tú.

Chun cabhrú leat, tá roinnt de na réimsí líonta isteach cheana féin. Is féidir roinnt de na réimsí sin a chur in eagar i gcás gur mhaith leat tuilleadh faisnéise a thabhairt:

Na gníomhaíochtaí a sheol do scoil le linn na tréimhse tuairiscithe chun do chuspóirí carthanúla a chur chun cinn – tá an réimse seo líonta isteach cheana féin leis na focail ‘Oideachas/Oiliúint’ (ní féidir an réimse seo a chur in eagar).

Cur síos gairid ar na gníomhaíochtaí a seoladh le linn na tréimhse tuairiscithe chun do chuspóirí carthanúla a chur chun cinn – tá an réimse seo líonta isteach cheana féin leis na focail ‘oideachas a chur ar aghaidh trí ghníomhaíochtaí na scoile’ (is féidir an réimse seo a chur in eagar - dá mba mhaith leat an fhaisnéis a leasú nó faisnéis bhreise a chur isteach, cliceáil áit ar bith sa bhosca téacs. Ná hiontráil níos mó ná 3000 carachtar).

Cé na grúpaí a bhain tairbhe dhíreach as gníomhaíochtaí do scoile le linn na tréimhse tuairiscithe – tá an réimse seo líonta isteach cheana féin leis na focail ‘Daltaí atá ag freastal ar an scoil’ (ní féidir an réimse seo a chur in eagar).

Sonraigh an meánlín fostaithe a bhí ag do scoil le linn na tréimhse tuairiscithe

Roghnaigh banda amháin chun an meánlín fostaithe ar íoc an scoil go díreach leo a shonrú. Ba cheart baill foirne teagaisc agus neamhtheagaisc, idir bhail foirne lánaimseartha agus pháirtaimseartha, a áireamh anseo. Ná háirigh fostaithe ar íoc an Roinn Oideachais agus Scileanna leo.

Sonraigh an líon daoine aonair a rinne obair dheonach do do scoil le linn na tréimhse tuairiscithe

Roghnaigh banda amháin ón liosta anuas chun an meánlín oibríthe deonacha a shonrú. Mar shampla, ba cheart tuismitheoirí agus daoine aonair eile a rinne múinteoirí agus daltaí a thionlacan ar thuras scoile nó a chabhraigh le gníomhaíochtaí amhail lá spóirt nó dráma Nollag a eagrú a áireamh anseo.

Airgeadas

Sa rannán seo, ceanglaítear ort sonraí a thabhairt faoi ioncam agus caiteachas do scoile sa tréimhse tuairiscithe iomchuí.

Ollioncam

Is é seo ollmhéid iomlán an ioncaim ar fad a fuair do scoil ó gach foinse le linn na tréimhse tuairiscithe. Roghnaigh banda amháin ón liosta anuas chun an méid a shonrú. Ba cheart ioncam a fuarthas ón Roinn Oideachais agus Scileanna agus ó gach foinse eile, e.g. cruinniú airgid, síntiúis/tabhartais, Cumann Tuismitheoirí, etc., a áireamh anseo.

Ollchaiteachas

Roghnaigh banda amháin chun ollchaiteachas na scoile le linn na tréimhse tuairiscithe a shonrú. Ná háirigh tuarastail ar íoc an Roinn Oideachais agus Scileanna go díreach iad.


Cá mhéad a caitheadh ar thuarastail sa tréimhse?

Roghnaigh banda amháin chun an caiteachas ar thuarastail fostaithe ar íoc an scoil go díreach iad a shonrú. Ná háirigh tuarastail ar íoc an Roinn Oideachais agus Scileanna go díreach iad.

Dearbhú

Sa rannán seo, is féidir leat an fhaisnéis atá tugtha agat a athbhreithniú. Má tá rud éigin mícheart, ba cheart duit dul siar ag an am seo agus an leasú/na leasuithe atá riachtanach a dhéanamh.

A luaithe is deimhin leat gur iontráladh gach rud i gceart, comhlánaigh an dearbhú agus

 Cuir isteach [5]

cliceáil ar

chun an tuarascáil a chur faoi bhráid an Rialálaí Carthanas.