

Locate and File your Annual Report



An Rialálaí
Carthanas
Charities
Regulator

All charities are obliged to report on their financial activities for the previous year in accordance with section 52 of the Charities Act 2009 by submitting an Annual Report form through the online portal.

A charity's Annual Report describes its activities and financial affairs for the preceding twelve months. The contents of the report are published in the online public Register of Charities and help to inform donors and the general public of:

What your charity has done over the last 12 months to further each of its charitable purposes



Who your charity has helped



How your charity raised and spent funds



Where the benefits of your charity's work were felt



Aside from complying with the law, submitting an Annual Report provides charities with an excellent opportunity to showcase the good work that they do and to demonstrate their commitment to good governance, transparency and accountability.

4 simple steps to Locate and File your Annual Report

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'**. If you do not know your login name or password or do not have a customer account read our helpful infographic **'How to Log into your Customer Account'**.

If your charity's Annual Report is due shortly, you can access the form directly by clicking on the **'File the Annual Report Now'** button on your dashboard. Otherwise click on the charity name and select the annual report form."



3

Click on 'file the annual report now' button

Click **continue** to start a new filling for this charity.



4

Complete

Complete and submit the annual report.



You will find useful information about annual reporting in our FAQ page on our website <https://www.charitiesregulator.ie/en/information-for-charities/annual-reporting>