



**An Rialálaí
Carthanas**
**Charities
Regulator**

Annual Reporting **User Guide**

(UPDATED October 2017)

Contents

Contact the Charities Regulator	2
Annual Reporting.....	3
Annual Reporting.....	3
Annual Report - Activities	4
Annual Report – Financial	5
Annual Report – Note about required documentation	6
Annual Report – Documents.....	7
Annual Report – Declaration	8

Contact the Charities Regulator

The Charities Regulator has a dedicated customer service team to support you in completing your information on the public register of charities and in completing your annual reporting. Our customer service team can be contacted by:

- Our online query system: www.charitiesregulator.ie
- Email: info@charitiesregulator.ie
- Telephone: 01-633-1500 (available Mon – Fri from 12:30pm – 5:00pm)
- Post: 3 George’s Dock, IFSC, Dublin 1, D01X5X0

Annual Reporting

Annual Reporting

20000462: S40 1.8 Undeclared1: Overview

Charity Details

Welcome to your charity's home/overview page.
It is from this page you should be able to view and maintain all your charity's details.

At the top of these page you will see your charity's number and name with an indication of where you are in the system. In this case the Overview or Home page.

In the Charity Details section you will see summary details of your charity below which there is a button for maintaining your charity's details, such as trustees, addresses, etc.
Below this section there is the Annual Reporting section where you can see details of your charity's Annual Reports.

Name:

S40 1.8 Undeclared1

Status:

Registered - This charity is registered with the Charities Regulator.

Registered Charity Number:

20000462

Date Established:

1 Nov 2011

Country established:

Ireland

Governing Form:

Association

Maintain Charity Details

View Full Details

Annual Reporting

Here you will see a list of your charity's annual reports, showing the period covered, due date and status.
Click on a report period to view the details of the report. If a report has a Draft status (not yet been submitted) you can edit the details and add documents.

An annual report record is created after the end of the financial year that has been specified for your charity. A report is due within 10 months of your charity's financial year end.

	Reporting Period	Report Due Date	Status
<div>Edit Report</div>	13/07/2015 to 12/07/2016	12 May 2017	Draft
<div>View Report</div>	13/07/2014 to 12/07/2015	12 May 2016	Submitted

All charitable organisations are legally required to submit an Annual Report. The deadline for submission of Annual Reports is 10 months after the financial year end date (e.g. if a charity's financial year end date is 31 December, the Annual Report is due by 31 October of the following year). In order to submit an Annual Report your charity must have completed their registration with the Charities Regulator.

When you log into your account, Under heading “Annual Reporting” you will see a list of your charity's annual reports, showing the Reporting Period, Report Due Date and Status.

If a report has a “Draft” Status (not yet been submitted) by clicking ‘Edit Report’ you can edit the details and upload the required documentation. Colour Coding is now used – **GREEN** means Submitted, **YELLOW** means Draft (you need to complete and submit before Report Due Date and **RED** means you are overdue and not in compliance with the law, You need to URGENTLY complete the report and submit or face compliance action from the Regulator.

NB: Please ensure that the information and figures you enter in the Annual Reporting template are for the relevant financial year as per the reporting period dates

Annual Report - Activities

Annual Report - Activities	
<p>You will need to show how your activities directly support your objectives and how you are providing a Public Benefit. You may find that some details have been copied from what was entered initially. Please check this information to ensure it is relevant to the specified annual reporting period.</p>	
What activities were carried out by your charity during the reporting period in furtherance of your charitable objectives? *	<input type="text" value="Click and type here"/>
Give a short description of your charity's activities during the reporting period in furtherance of your charitable objectives: (max. 300 words): *	<div></div>
Who were the direct beneficiary groups of your charity during the reporting period? *	<input type="text" value="Click and type here"/>
Does your charity provide a direct service to individuals? *	<input type="radio"/> Yes <input type="radio"/> No
Indicate the average number of employees and paid office holders you had during the reporting period in Ireland, excluding Northern Ireland: *	<input type="radio"/> None <input type="radio"/> 1-9 <input type="radio"/> 10-19 <input type="radio"/> 20-49 <input type="radio"/> 50-249 <input type="radio"/> 250+
Indicate the number of individuals who volunteered for your charity during the reporting period in Ireland, excluding Northern Ireland: *	<input type="radio"/> None <input type="radio"/> 1-9 <input type="radio"/> 10-19 <input type="radio"/> 20-49 <input type="radio"/> 50-249 <input type="radio"/> 250+
Indicate if your organisation has signed up to any of these codes or principles:	<div><input type="checkbox"/> The Good Governance for Community, Voluntary and Charitable Organisations in Ireland</div> <div><input type="checkbox"/> Dóchas Code of Conduct</div> <div><input type="checkbox"/> The Governance Code</div> <div><input type="checkbox"/> Code of Charity Retailing 2013-2014</div> <div><input type="checkbox"/> Code of conduct for trustee (UK)</div> <div><input type="checkbox"/> Statement of Guiding Principles for Fundraising</div> <div><input type="checkbox"/> Charity SORP</div>

When completing the Activities Section of your annual report you must show how your activities directly during the reporting period supports your charity's objectives and how you are providing a Public Benefit.

Required Information;

Activities

Please select from the list provided the wording which best describes the activities carried out during the reporting period.

Description of your charity's activities during the reporting period.

Please describe the activities carried out in furtherance of the charitable objectives of your organisation (max. 300 words).

Direct Beneficiaries

Please select one or more beneficiaries from the list provided.

Does your charity provide a direct service to individuals?

If you answer 'yes' to this question you will then be asked if you charge a fee for this service, and if so, for details of your fee structure.

If you do not charge a fee, you will be asked for details of your selection process in deciding who will benefit.

Indicate the average number of employees and paid office holders & indicate the number of individuals who volunteered (excluding Northern Ireland).

Please select one band to indicate the average number of employees and paid office holders in your organisation/ how many individuals have volunteered (**unpaid**) for your organisation during the reporting period in Ireland (excluding Northern Ireland). This includes full and part time individuals.

Indicate if your organisation has signed up to any of these codes or principles

Please select one or more codes, principles, or programmes that your organisation has signed up to from the list provided.

Annual Report – Financial

Annual Report - Financial Section	
<p>Please provide financial information about your organisation. This information will typically be available from your accounts or income and expenditure reports. These reports will have to be uploaded in the documents section.</p> <p>You may find that some details have been copied from what was entered initially. Please check this information to ensure it is relevant to the specified annual reporting period.</p>	
Gross income in Ireland (Euro): *	<input type="text"/> euro
Sources of your income	
from Central Government	<input type="text"/> euro
from Public Bodies	<input type="text"/> euro
from Philanthropic Organisations	<input type="text"/> euro
from Donations including from the public, corporations, bequests etc.	<input type="text"/> euro
from Trading and commercial activities	<input type="text"/> euro
from other sources	<input type="text"/> euro
Please specify other sources	<input type="text"/>
Gross Expenditure in Ireland (Euro): *	<input type="text"/> euro
If you have donation income please specify types:	<input type="text"/>
What was your organisation's expenditure on salaries in that year:	<input type="text"/> euro

In this section you are required to provide financial information about your organisation. This information will typically be available from your accounts or income and expenditure reports. Please enter all values in EURO.

You may find that some of the financial information provided during the registration process will appear in these fields. Please check this information is accurate and relevant to the specified annual reporting period.

Gross Income in Ireland

This is the total gross amount of all income from all sources received by your organisation in Ireland during the reporting period.

Sources of your Income

Please break down total income to specify how much has come from the listed sources. If you have income from any sources not included in the list you can enter this under “other” and please specify what these sources are.

Gross Expenditure in Ireland

This is the total gross expenditure of all types by your organisation in Ireland during the period you have specified.

If you have donation income please specify types

Please select all options from the list which apply to your charity.

What was your organisation's expenditure on salaries in that year?

Please enter the amount of money your organisation spent on salaries and wages including taxes, pension payments, etc. to employees in the specified period.

*** = Required Fields**

Annual Report – Note about required documentation

The Number and Type of Documents required in order to complete your annual report will depend on the size of your charity in terms of gross annual income.

A charity with a **Gross Annual income of less than €10,000** is required to complete the financial template (see page 16);

- It is optional for a charity in this income bracket to submit a profit and loss account (or income and expenditure account and statement of assets and liabilities) for the reporting period.

A charity with a **Gross Annual income of €10,001 - €100,000** is required to complete the financial template (see page 16) above **and** is required to provide;

- A profit and loss account (or income and expenditure account and statement of assets and liabilities) for the reporting period.

A charity with a **Gross Annual income of more than €100,001** is required to complete the financial template (see page 16) above **and** is required to provide;

- A full set of audited accounts for the reporting period - including directors and auditors reports.

N.B. – Organisations NOT legally required to provide annual accounts (*optional)

- (1) Charities with a gross income of less than €10,000
- (2) Education Bodies
- (3) Companies who are registered with the CRO

***Please note that annual activity reports & annual accounts submitted will be made available on the public register of charities.**

Annual Report – Documents

Activities

Financial

Documents

Declaration

Annual Report - Accompanying Documents

Here is where you will attach documents that are relevant specifically to this reporting period. Required documents are indicated with a red asterisk *. Other, optional, document types are listed in black. These documents will be appear on the public register of charities in future.

Documents need to be in PDF (Portable Document Format) to be uploaded. PDF is a file format used to present documents in a manner independent of application software, hardware, and operating systems. Most systems and computers these days allow you to print and/or save documents in PDF. See FAQs on website for more details.

No file to attach - If you are unable to attach a file because you haven't got one, it is combined with another one or is simply not required please tick "I am not attaching a file" in the popup box so the system will know not to expect one and add comment explaining why and please be as comprehensive as possible.

If you have additional documents to upload please use the **Add Optional Attachment** facility at the bottom of this screen.

NOTE: The maximum allowable size for a document for upload is 10mb. One way of reducing the size of a large document is to print it to PDF.

▶ **Annual Reporting Documents**

Full Set of Accounts for Reporting Period *	+
Balance Sheet Statement of Assets and Liabilities for Reporting Period *	+
Annual Report for reporting period *	+
Directors Report for Reporting Period *	+
Income and Expenditure account (or Profit and loss account), if income is less than €100,000 *	+
Auditor's report for Reporting Period, if applicable, or a report by an independent person *	+

▶ **Other Supporting Documents**

+ Add Optional Attachment

The Documents section is where you will attach documents that are relevant specifically to this reporting period.

Documents need to be in PDF (Portable Document Format) to be uploaded and the maximum allowable size for a document for upload is 10mb.

To attach a document click +

No file to attach? - If you are unable to attach a file because you haven't got one, it is combined with another one or is simply not required please (1) click + (2) tick "I am not attaching a file" in the popup box and (3) add a comment explaining why no document is being attached.

If you have additional documents to upload please use the “+ Add Optional Attachment” facility at the bottom of this screen.

****Please note that annual activity reports & accounts submitted will be made available on the public register of charities.**

***If there is a reason why any of your attached documents should not be published on the public Register of Charities you need to have requested that when uploading the document and provide a reason for your request which will be reviewed by the CHARITIES REGULATOR. If no request has been made your documents will be made available on the Public Register of Charities at a future date.

*** = Required Fields**

Annual Report – Declaration

Save Report as Draft

Check Completeness...

Submit Report as Complete...

Open Print View

Annual Report (Large) for period **13-Jul-2015 to 12-Jul-2016**
Status: **Draft** - Due: **12-May-2017**

Activities

Financial

Documents

Declaration

Annual Report - Declaration

To complete your charity's annual report process you need to:

1. Tick the box below confirming that:
 - You are authorised on behalf of the charity to make this declaration
 - The charity's details are up to date (trustees, addresses, etc.)
 - The report of your annual activities and financials is complete and correct and any necessary documents have been uploaded
2. Enter your name and role in the charity
3. Provide a telephone number and email address so we can contact you if we have any queries regarding the annual report

Note: If there is a reason why any of your attached documents should not be published on the public Register of Charities you need to have requested that when uploading the document and provide a reason for your request which will be reviewed by the Charities Regulator. If no request has been made your documents will be made available on the Public Register of Charities at a future date.

☐ **I confirm:**

- I am authorised on behalf of the charity to make this declaration
- The charity's details are up to date (trustees, addresses, etc.)
- The annual report is complete and correct and any necessary documents have been uploaded

Your name: *

Role in charity: *

Contact telephone number: *

Email address: *

To declare your charities Annual Report complete you need to:

1. Tick the box confirming that:

- You are authorised on behalf of the charity to make this declaration
- The charity's details are up to date (trustees, addresses, etc.)
- The report of your annual activities and financials is complete and correct and any necessary documents have been uploaded

2. Enter your name and role in the charity

3. Provide a telephone number and email address so we can contact you if we have any queries regarding the annual report

There is ONE Final Step **Click on “Submit Report as Complete”(Located at top of Page)**



***Once you have clicked on “Submit Report as Complete” you will be unable to edit your organisations annual report. * = Required Fields**