



Church of Ireland – Parish Handbook – **Republic of Ireland**

Links to Charities Regulatory Authority Documents

The **Charities Regulator** <https://www.charitiesregulator.ie/> has issued several useful documents to assist Parish Treasurers and Select Vestries in their responsibilities.

The **Charities Governance Code** is available at <https://www.charitiesregulator.ie/media/fpbz5xz/charities-governance-code.pdf>

This document explains the minimum standards you should meet to effectively manage and control your charity.

The Charities Governance section <https://www.charitiesregulator.ie/en/information-for-charities/charities-governance-code> of the Charities Regulator website also has a number of training videos, guidance notes and templates.

These include

- the **Charities Governance Code Checklist** in Word format <https://www.charitiesregulator.ie/media/eoyd4cb0/governance-code-checklist-final.docx>
- **Guidance note on minute taking** <https://www.charitiesregulator.ie/media/kxshnmqi/guidance-note-on-minute-taking.pdf>
- **The Role of the Chairperson of the Charity** <https://www.charitiesregulator.ie/media/zhmpnrk/the-role-of-the-chairperson-of-a-charity.pdf>
- **The Role of the Secretary of the Charity** <https://www.charitiesregulator.ie/media/td3f1wln/the-role-of-the-secretary-of-a-charity.pdf>

As a member of the Select Vestry of your Parish, your role is that of a Trustee of a Charity. Please see the **Being a Charity Trustee** section of the Charities Regulator website for further information: <https://www.charitiesregulator.ie/en/information-for-charities/being-a-charity-trustee>

Other guidance on practical aspects of the roles and responsibilities of trustees can be found at <https://www.charitiesregulator.ie/en/guidance/managing-a-charity/roles-and-responsibilities-of-trustees>

Instructions on how to complete and file the Select Vestry's **Annual Report** with the Regulator will be found here: <https://www.charitiesregulator.ie/en/information-for-charities/annual-report-how-to-submit>

There is a step-by-step guide at <https://www.charitiesregulator.ie/media/0ckllvf/how-to-locate-file-annual-report.pdf> providing an overview of the categories of information needed for the Annual Report and for the financial information required. The headings for the financial information match back to the suggested format for Receipts & Payments Accounts in the Republic of Ireland in this section of Parish Resources.

It is strongly recommended that Select Vestry members and Parish Treasurers in the Republic of Ireland examine the Charities Regulator website in detail, where there is much useful information that cannot be covered in this summary.