



IRISH MANUSCRIPTS COMMISSION



ANNUAL REPORT 2014

*Elizabeth
good ship, a Lord of heavenly
Winds, from waves & dangerous coasts
Celestial Angels spread their shields
and us safely through these azure fields
the roaring of the angry storm
at its furious blasts the sea deforms
the fierce vernal winds till we escape
threatning dangers of yon dreary cape
view to leave for a retreating
here heroes sweetly slumbering
here ancient hunters gaily
and near the direct way
Do thou direct our way
through raging winds
where angels reign
Let smiling
spot the
trains*



IRISH MANUSCRIPTS COMMISSION

45 Merrion Square

Dublin 2

Ireland

www.irishmanuscripts.ie

CONTENTS

CHAIRMAN’S REPORT 2014	2	AUDITED ACCOUNTS	21
Introduction	3	Income and Expenditure Account	22
Board, committees and subcommittees	4	Balance Sheet	23
<i>Editorial and Publications Committee</i>	5	Cash Flow Statement	24
<i>Preservation and Access Awareness Committee</i>	5		
Staff	6	NOTES TO THE FINANCIAL STATEMENTS	25
Services	6	1. Accounting Policies	25
<i>National aggregator service – Europeana</i>	7	1.1. Basis of preparation	25
<i>IMC ‘Digital Editions’</i>	7	1.2. Income	25
<i>Other searchable databases available from IMC</i>	8	1.3. Tangible fixed assets and depreciation	25
Publications	8	1.4. Stock	25
<i>Analecta Hibernica, no. 45</i>	8	1.5. Pensions	25
<i>Proclamations of Ireland, 1660–1820 (5 volumes)</i>	8	1.6. Taxation	25
<i>1641 Depositions, volumes 1, 2 and 3</i>	9	1.7. Government grants	25
<i>Campaign journals of the Elizabethan Irish wars</i>	10	2. Income	25
Planning for 2015	10	3. Department of Arts, Heritage and Gaeltacht Grants	25
Launches	10	4. Surplus for the year	26
Finance	11	5. Employees	26
		6. Pension costs	26
COMPANY INFORMATION	12	7. Tangible assets	26
		8. Stocks	27
DIRECTORS’ REPORT	14	9. Debtors: amounts falling due within one year	27
Principal activity, business review and future development	15	10. Creditors: amounts falling due within one year	27
Principal Activities	15	11. Deferred income	27
Business Review	15	12. Equity Reserves	27
Future Development	15	13. Reconciliation of movements in funds	28
Results	15	14. Capital Contribution	28
Research and Development	15	15. Related party transactions	28
State of Affairs	16	16. Ultimate parent undertaking	28
Directors and their Interests	16	17. Approval of financial statements	28
Political Contributions	16	ANNUAL ENERGY EFFICIENCY REPORT 2014	29
Directors’ Responsibilities	16	OVERVIEW OF ENERGY USAGE IN 2014	29
Books of Account	16	ENERGY PERFORMANCE	29
Principal risks and uncertainties	17		
Auditors	17		
INDEPENDENT AUDITORS’ REPORT	18		
Respective responsibilities of directors and auditors	19		
Scope of the audit of the financial statements	19		
Opinion on financial statements	19		
Matters on which we are required to report by the Companies Acts 1963 to 2013	20		
Matters on which we are required to report by exception	20		

**Chairman's
Report**



Introduction

The Irish Manuscripts Commission (IMC), which was established in 1928 by W. T. Cosgrave, President of the Executive Council, was incorporated as a company limited by guarantee on 24 January 2006.

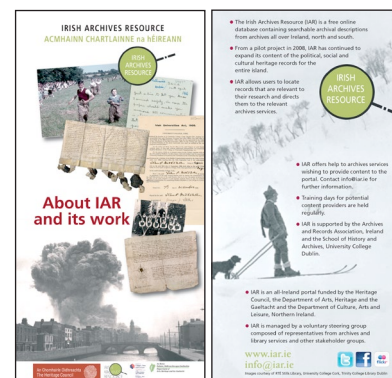
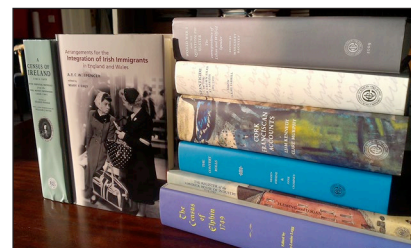
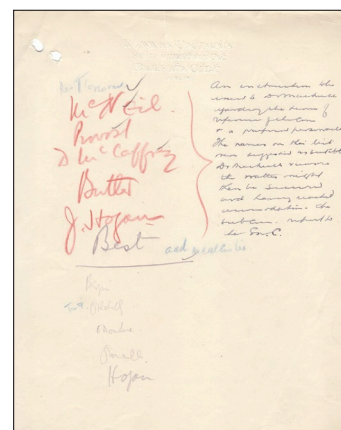
Since its foundation the Commission's primary remit has been the dissemination, preservation and promotion of the primary sources — in public and private ownership — for the history and cultural heritage of Ireland. In its *Strategic Development Plan, 2012–2016*, the Commission reaffirms its wish to provide advice to Government that will inform policy relating to the care, preservation and dissemination, in Ireland and worldwide, of primary source materials essential to the understanding of Ireland's past and to the writing of its history.

During 2014 the Commission engaged fully with the Department of Arts, Heritage and the Gaeltacht (D/AHG) as it continued its work to put in place new governance structures for the Irish Manuscripts Commission. The Commission remains firmly committed to seeking to have its core tasks, as publisher of primary documents and manuscripts and as advisor on the preservation of Ireland's documentary inheritance, reflected in whatever new governance structure emerges. It is the Commission's hope that its work and identity will be embedded and safeguarded in any new governance structures. In this respect the Commission notes the stated intention of Government that the Commission is to retain its separate identity (Department of Public Expenditure and Reform, *Public service reform 17th November 2011*, Appendix II: Rationalisation of State Agencies, p. 7).

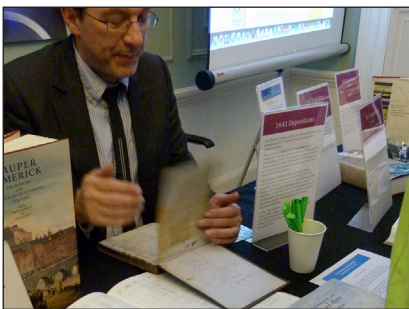
As part of its general remit the Irish Manuscripts Commission seeks to promote access to source materials for the history, culture and heritage of Ireland. In support of IMC's strategic objectives relating to access (as outlined in its Strategic Development Plan) and an initiative by the Joint Oireachtas Committee on Environment, Culture and the Gaeltacht, in February 2014 the Commission donated eight books to the Irish Centre in Camden Town. This donation was facilitated by Jane Alger at Pearse Street Public Library and will support the Irish Centre's work in establishing a library that will be a resource for the Irish community in London. The editions provided were: *Arrangements for the integration of Irish immigrants in England and Wales* by A. E. C. W. Spencer, edited by Mary E. Daly; *A census of Ireland circa 1659 with essential materials from the Poll Money ordinances, 1660–1661*, edited by Seamus Pender with a new introduction by William Smith; *The census of Elphin, 1749*, edited by Marie-Louise Legg; *The account books of the Franciscan House, Broad Lane, Cork, 1764–1921*, edited by Liam Kennedy and Clare Murphy; *The Convert Rolls — the calendar of the Convert Rolls, 1703–1838*, 2nd edition, edited by Eileen O'Byrne with additional material edited by Anne Chamney; *Pauper Limerick: the register of the Limerick House of Industry, 1774–1793*, edited by David Fleming and John Logan; *Infanticide in the Irish Crown files at assizes, 1883–1900*, edited by Elaine Farrell; and *World War I and the question of Ulster. The correspondence of Lilian and Wilfrid Spender*, edited by Margaret Baguley.

Throughout 2014, at the request of D/AHG, IMC has continued to act as a national aggregator of content for the Europeana cultural heritage portal (www.europeana.eu) and to attend Europeana Network meetings. This is described further in the Services section below (*National aggregator service — Europeana*, p. 7).

IMC is represented on the steering group of the Irish Archives Resource (www.iar.ie), a free online service that enables archives throughout Ireland to upload their ISAD(G)-compliant collection descriptions to a web portal. Users of the IAR portal can search Irish archival collections across many different



repositories similar to the A2A service in the United Kingdom. Building on efforts in 2013 to promote awareness of the work of IAR through social media, the redesigned and upgraded web portal was launched at a ceremony in the National Archives of Ireland in September 2014. As part of the re-launch activities, the Irish Manuscripts Commission produced a leaflet entitled ‘About IAR and its work’ to promote awareness of IAR activities and services. It is worth noting that the steering group is a voluntary body composed of representatives from archives and library services and other stakeholder groups. The short-term financial support secured from D/AHG in 2014 has enabled an archivist on a temporary contract to approach archive services with a view to getting more content into the portal. This has been a hugely positive development.



The Commission’s participation since 2008 in Culture Night has enabled members of the public to come face to face with IMC’s work, members, and publications. On 19 September 2014 visitors to 45 Merrion Square were provided with the opportunity to hear a short illustrated talk on the work of the Commission, to view an exhibition of publications, and to consult with those IMC members — James Kelly, Michael Kennedy, Máire Mac Conghail, Louis Cullen, and Dáibhí Ó Cróinín — who were on hand to address questions about IMC editions of primary sources and to advise on diverse aspects of record preservation and retention. I noted this year a marked increase in the number of people bringing documents in their ownership and seeking an expert’s opinion on them. Though the weather was the worst it had been in years, there was a remarkable increase in the number of visitors on Culture Night. While a number of additional events in the vicinity swelled numbers, it is estimated that over 4,500 people passed through 45 Merrion Square (which IMC shares with the Irish Architectural Archive) in a constant stream from 5 pm until 11 pm. It was a pleasure to outline IMC’s mission and work to visitors who were notably engaged with our display. The medieval publications section proved very popular again this year and Professor Dáibhí Ó Cróinín (NUI Galway) was on hand to explain the significance of the Patrician documents in the facsimile of the Book of Armagh and the antiquity as well as the importance of the Book of Uí Máine. Other IMC publications arousing interest included *Pauper Limerick: the register of the Limerick House of Industry, 1774–1793* and volumes 1–3 (dealing with the Ulster counties) of the *1641 Depositions*. The expanded genealogy section also commanded considerable interest and IMC members Máire Mac Conghail and Louis Cullen were on hand to answer queries regarding both genealogy and social and economic primary sources on display. Short lectures on the work of the Irish Manuscripts Commission by Dr Michael Kennedy (RIA) and Professor James Kelly (St Patrick’s College, DCU), were enjoyed by many of the visitors.

Culture Night provided an opportunity to promote the IMC advice leaflet on the preservation of records, which is aimed at those private individuals interested in preserving their family records. It also provided an opportunity to raise awareness of IMC Digital Editions — which are described further in the Services section below (*Digital Editions*, p. 7).

Board, committees and subcommittees

Membership of IMC is drawn from the academic community and cultural institutions throughout Ireland. Appointment is usually for a five-year term; under its Articles of Association the full complement of member directors is 21. At the beginning of 2014 there were 19 member directors of the Irish Manuscripts Commission. At the end of February Ms Maggie Smith, Director and Deputy Keeper of the Records, Public Record Office of Northern Ireland (PRONI) was appointed to the Commission. Ms Fiona Ross’s *ex-officio* membership of the

Commission came to an end with the completion of her term as Director of the National Library of Ireland. In April Ms Catherine Fahy, Acting Director, National Library of Ireland, was appointed to the Commission. In June Ms Frances McGee, also an *ex-officio* member of the Commission and Acting Director of the National Archives of Ireland, retired. I would like to thank warmly Ms Ross and Ms McGee for their commitment to the work of the Commission throughout the period of their appointments. At the end of 2014 there were 19 members of the Irish Manuscripts Commission.

On 31 December 2014, the board of the Irish Manuscripts Commission consisted of the following 19 members: James McGuire (Chairman), University College Dublin; Nicholas Canny, NUI Galway; David Dickson, Trinity College Dublin; David Edwards, University College Cork; Catherine Fahy, National Library of Ireland; Chris Flynn, Department of Arts, Heritage and the Gaeltacht; Greta Jones, University of Ulster; James Kelly, St Patrick's College, Drumcondra, and DCU; Michael Kennedy, Documents on Irish Foreign Policy, Royal Irish Academy; Máire Mac Conghail; John McCafferty, Mícheál Ó Cléirigh Institute and School of History and Archives, University College Dublin; Deirdre McMahon, Mary Immaculate College, Limerick; Donal Moore, former Waterford City Archivist; Thomas O'Connor, NUI Maynooth; Dáibhí Ó Cróinín, NUI Galway; Ruán O'Donnell, University of Limerick; Mary O'Dowd, Queen's University of Belfast; Jane Ohlmeyer, Trinity College Dublin; and Maggie Smith, Public Record Office of Northern Ireland.

The following are honorary members of the Commission: Francis J. Byrne, Louis Cullen, Geoffrey Hand and Brian Trainor.

The Commission held six ordinary meetings in 2014 and the Annual General Meeting on 31 March. It is worth noting that on 9 September 2014 the Commission held its first ever meeting outside of Dublin when it met in the Public Record Office of Northern Ireland in Belfast following a very successful lunchtime seminar to mark the launch of the first three (Ulster) volumes of the twelve-volume 1641 Depositions series. I would like to extend my especial thanks to the director, Maggie Smith, and her staff for the great success of both the launch and the IMC meeting.

Under the National Archives Act, 1986, not less than two members of IMC sit on the National Archives Advisory Council (NAAC). In 2014 the IMC members of the NAAC were Máire Mac Conghail, Jane Ohlmeyer and Deirdre McMahon.

Editorial and Publications Committee

The function of this standing committee is to review publication proposals according to set criteria and to make recommendations as appropriate to the full Commission, as well as to monitor current publishing projects. Members of the Editorial and Publications Committee in 2014 were: James McGuire (Chairman), Nicholas Canny, David Edwards, James Kelly, Michael Kennedy, Máire Mac Conghail, Dáibhí Ó Cróinín, Mary O'Dowd and Jane Ohlmeyer. The Committee met four times in 2014 to approve proposals and monitor the progress of current publishing projects, of which there were 36 on 31 December 2014.

Preservation and Access Awareness Committee

The strategic development plan for 2012–2016 provided for the appointment of a Preservation and Access Awareness Committee (PAAC). Its remit includes liaising with like-minded statutory and voluntary bodies (including NAI, city and

county archivists, Archives and Records Association, Ireland and Local Authority Archivists' Group) and, where possible, devising joint awareness campaigns and the development of a national policy. The Chair of the PAAC is Máire Mac Conghail.

In 2014 the PAAC organised a presentation to the Commission's January meeting on the business records collections at the National Archives of Ireland; the speaker, Mr Brian Donnelly, gave an informative exposition that was well received. Later in the year there were significant developments in relation to the NAI employing extra archivists to tackle the huge backlog in listing these important collections. The PAAC meeting for 2014 was held in April. Throughout 2014 there was promising follow-on activity, arising from PAAC decisions taken in 2013 with regard to issues such as the preservation of school-records and regional archives, including Leitrim County Archives. The PAAC will continue to be interested in the preservation of school registers and will target management boards about taking appropriate actions. Accessibility and storage of land registers was another issue that PAAC members began to examine in 2014. In 2012–13 the PAAC had developed the FAQs section of the IMC website and designed information leaflets about IMC and its work and records preservation, both of which are distributed on Culture Night and at conferences, events and venues on behalf of IMC.

Members of the PAAC are to be commended for their invaluable work in promoting the preservation of primary sources for posterity. As of December 2014 the members of PAAC were: Máire Mac Conghail (Chair), Nicholas Canny, Michael Kennedy, John McCafferty, Deirdre McMahon, Donal Moore, Dáibhí Ó Cróinín and Mary O'Dowd.

Staff

The Commission has one permanent employee, Dr Cathy Hayes, Administrator, who was appointed in July 2006. Ms Judith Francis and Ms Eva Kelly provide administrative assistance on a contract for service basis.

Services

The IMC office receives phone calls and e-mail enquiries from all over the world. These are managed under the terms of our Customer Charter. The IMC website delivers a number of services for users: online sale of IMC publications; searchable digitised copies of out-of-print IMC works; information on, and a contact point for, IMC's role as a national aggregator for the Europeana portal; online submission of publishing proposals; and downloadable PDFs for the latest IMC book catalogue, annual reports, strategic development plans and policy documents. IMC reviews its website design regularly to optimise and develop delivery of these services.

IMC has increased its activity on social media during 2014. IMC's following on Twitter has expanded greatly (695) and its activity on Facebook has also grown during the year. We will continue to build bridges to new communities of users through such social media and to respond to the demand for new ways of promoting awareness of both IMC publications and the wider work of the Commission in relation to preservation of records.

The 2014–2015 publications catalogue together with previously mentioned promotional leaflets about IMC and the preservation of records were distributed at several conferences and events in 2014 on behalf of IMC; I extend my thanks to Máire Mac Conghail, Thomas O'Connor, James Kelly and Maggie Smith in this regard. The catalogue raises awareness not only of IMC publications available for



sale, but also of forthcoming publications, IMC's Digital Editions and planned editions for the decade of commemorations.

IMC continued to advertise in each edition of both *History Ireland* (which has a readership of over 22,000) and the revamped *Books Ireland* (which has c. 900 Irish and overseas library and academic institutional subscribers) as well as through the Ulster Historical Foundation's *Family Directory* and genealogy road trips to the USA. We believe these mechanisms are of continued importance in promoting IMC publications among established and new audiences in Ireland and overseas.



National aggregator service – Europeana

The IMC National Aggregator service for cultural institutions has been in place since the beginning of 2010. The content provided by Irish cultural institutions to Europeana grew modestly in 2014 with additional material coming from the Oireachtas Library Dublin Castle pamphlets collection (text objects) and Comhaltas Ceoltóirí Éireann (sound objects). All in all c. 2,000 new digital objects were added to the portal by the end of the year. Much of the activity during the year involved liaison with content providers in relation to the maintenance of existing content (repairing broken links, reharvesting amended data) and also updating rights statements in line with recent Europeana requirements.

Throughout 2014 technical support for the national aggregator service was provided by Mr Niall O'Leary. At the start of the year the Repox server for Irish cultural data for Europeana was migrated to a new host. The Irish Manuscripts Commission would like to thank the Royal Irish Academy for hosting the server since 2010, when technical support was provided by the Digital Humanities Observatory project.

As Europeana moves into a new phase of its existence as a data service provider for digital culture in the knowledge economy, the content in the portal will be only one of the services offered by Europeana, the others being a Linked Data pilot study and use of the API (application programming interface) in the development of mobile applications using content from the portal. As I have said in previous years, there is much to be gained from engaging with Europeana: it raises the profile of Irish cultural heritage in the context of a multilingual search environment and helps keep up with current discussions about the reuse of digital cultural data.

The IMC Administrator Dr Cathy Hayes attended the Europeana Network AGM in Madrid (October 2014).

IMC looks forward to continuing to support the Department of Arts, Heritage and the Gaeltacht in advancing awareness of and participation in Europeana in Ireland.

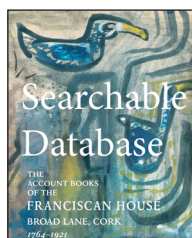
IMC 'Digital Editions'

IMC continued its programme to improve its Digital Editions service in 2014. The new search and read interface, based on the Internet Archive (<https://archive.org/index.php>) 'read-online' format will improve user experience and interaction with IMC Digital Editions. It is envisaged that the new interface will allow simultaneous searching across all digitized IMC editions as well as searching within an edition. Work on the implementation of a new interface and resizing of digitised files commenced in mid 2014. A test file was reformatted and teething problems which emerged during that process have been ironed out. Work is in train to prepare all of the digital editions for the new interface and it is anticipated that the new service will be launched in 2015.



IMC regards the digitising of its backlist as an intrinsic part of its public service remit to improve access to and awareness of the primary manuscript sources it has preserved in print. Within the means and resources available to it, IMC makes every effort to source and credit the rights owners of all material used on the Digital Editions section of its web site. IMC invites rights owner who believe they have not been properly identified on the IMC website, or who believe their copyright has not been fully respected, to contact IMC by e-mail at support@irishmanuscripts.ie or by telephone at + 353 1 676 1610.

Other searchable databases available from IMC

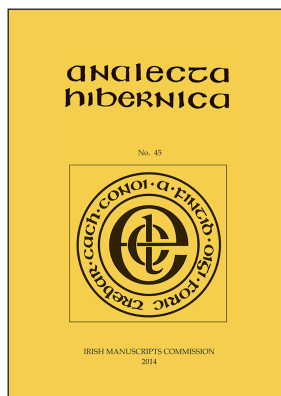


An online database arising from *The account books of the Franciscan House, Broad Lane, Cork, 1764–1921*, published in print by IMC in 2012, is available to search free of charge on the IMC website. This database will enable users to search the c. 40,000 expenditure records of this important Cork friary for a 160-year period stretching from the American Revolution to the First World War. IMC is considering the application of this approach — simultaneous online and print publication — to other primary sources that are based on extensive tabular data.

Publications

In the course of 2014 three new editions of primary sources were published as well as issue no. 45 of *Analecta Hibernica*. Two of these editions were very substantial multi-volume works, one consisting of five volumes and one the first three volumes of a twelve-volume work. It is worth bearing in mind that while these are recorded as two editions in my report, at a practical level (resources, copy-editing and production) they represent eight bound books.

Analecta Hibernica, no. 45

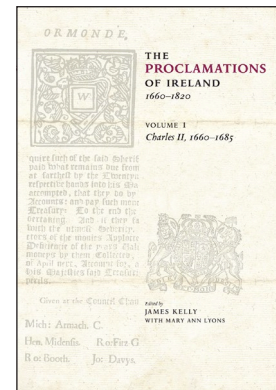


I would like to pay tribute to the current editor of *Analecta Hibernica*, Professor James Kelly, who has over the past ten years brought the Commission's serial publication onto a regular publishing schedule such that, almost without noticing, we have come to expect a new issue on an annual basis. This work, undertaken by Professor Kelly in addition to his other IMC editorial commitments, is gratefully acknowledged. The latest issue includes a report to the Minister for Arts, Heritage and the Gaeltacht for 2013 and the following papers: Six tracts on 'coign and livery', c. 1568–78, edited by David Heffernan; Nicholas Walsh's oration to the Irish House of Commons, May 1586, edited by Mark A. Hutchinson; The diary of Sir James Ware, 1623–66, edited by Mark Empey; The Irish revenues of Oliver St John, Viscount Grandison for 1625–9, edited by Brian Mac Cuarta; and Documents relating to the Irish College at Lille, 1634–c. 1647, edited by Jason McHugh. *Analecta Hibernica* 45 also contains obituaries of former IMC members Patrick J. Corish and James F. Lydon.

Proclamations of Ireland, 1660–1820 (5 volumes)

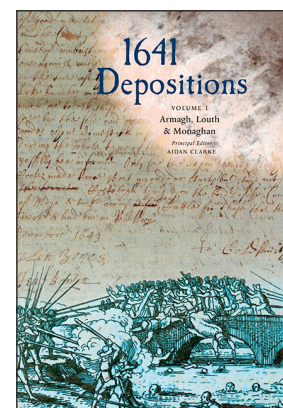
In April 2014 the Commission announced the publication of the *Proclamations of Ireland, 1660–1820*, edited by James Kelly with Mary-Ann Lyons. This edition, arranged in five volumes, presents the full texts of all surviving proclamations (and a guide to content of those which do not survive), covering in all some 2,500 proclamations and allied documents, issued in Ireland between 1660 and 1820. The proclamation was a crucial instrument of government and administration in the seventeenth and eighteenth centuries and was also the most frequently encountered item of official print. Proclamations were normally issued by the Lord

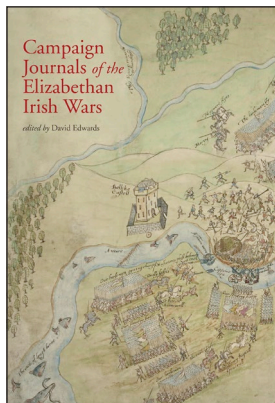
Lieutenant (or Lords Justices) and Privy Council and then published in broadside format, and in later years printed in the *Dublin Gazette*. Since they engaged with virtually every aspect of government, they were an essential complement to acts of parliament in the governance and administration of the kingdom. On average, between ten and thirty proclamations were issued annually between 1660 and 1820, though the frequency with which they were issued, and the subjects they engaged with, depended on the political state of the kingdom. The editors are to be congratulated for bringing together such a vast amount of material and for producing an enormously valuable work of reference. The volumes are available individually or as a set and are arranged as follows: Volume 1: Charles II, 1660–85; Volume 2: James II, 1685–91; William III, 1689–1702, and Mary II, 1689–94; Anne, 1702–14; Volume 3: George I, 1714–27 and George II, 1727–60; Volume 4: George III, Part 1: 1760–90; Volume 5: George III, Part 2: 1791–1820.



1641 Depositions, volumes 1, 2 and 3

The first three volumes of the 1641 Depositions series were published in July 2014 under the general editorship of Aidan Clarke and editors Thomas Bartlett, John Morrill, Jane Ohlmeyer, Micheál Ó Siochrú, and associate editors Edda Frankot, Annleigh Margey and Elaine Murphy. The 1641 Depositions are witness testimonies for the 1641 Irish rebellion and they document the loss of goods, military activity, and the alleged crimes committed by the insurgents. This body of material is unparalleled anywhere in early modern Europe and provides a unique source of information for the causes and events surrounding the 1641 rebellion and for the social, economic, cultural, religious, and political history of seventeenth-century Ireland, England and Scotland. This primary source has defied two previous attempts at publication and it is to the credit of the Trinity College Dublin team that they have not only made the source available online but also ensured it is preserved in print for posterity. The testimonies presented in these first three volumes cover the Ulster counties (as well as Louth) and each has its own distinctive features. Volume 1, covering Armagh, Monaghan and Louth, illustrates the contrasting experiences of the outbreak of rebellion in the systematically settled plantation county of Armagh, the informally colonised county of Monaghan and the predominantly Old English community of Louth. Between them, these witnesses provide some of the best known and many of the least known reports of the rebellion. Volume 2 contains the depositions for counties Cavan and Fermanagh, the counties from which refugees first arrived in Dublin after the outbreak of rebellion. Their accounts of what befell them, both in their homes and in their flight, capture their experiences with vivid immediacy. Unwittingly too, they give abundant evidence of the make-up and way of life of settler society on the eve of rebellion and of their relations with the native community. The depositions of settlers in the counties of Antrim, Derry, Donegal, Down and Tyrone are presented in Volume 3. Settlers in these counties found it easier to escape to Scotland than Dublin after the outbreak of rebellion, but hundreds of examinations taken in the early 1650s provide first-hand evidence of what took place, particularly in the north-east. The testimony of many witnesses throws light on a confused local struggle, in which Scots appeared on both sides, and reconstructs in detail its most controversial episode, the killings on Island Magee. The remainder of the series will be published serially from 2015 onwards.





Campaign journals of the Elizabethan Irish wars

The final edition of 2014 went to press at the end of the year. A collection of nineteen campaign journals dating from 1557 to 1599 edited by David Edwards, this edition reproduces details of crown military operations in Tudor Ireland from various journals and diaries. Covering much of Ireland from Rathlin Island to Munster, the journals — kept by commanding officers in the field — regularly include unusual details of contemporary life in addition to their strictly military content, such as observations of English fishing boats off the north Mayo coast, or notes about unusual stillborn babies in Wicklow, or the overwrought state of some commanders in Desmond territory. By any measure, these journals are of importance in the history of the Elizabethan conquest of Ireland recording as they do the royal expeditions into central and north-east Ulster against Shane O’Neill and the Antrim MacDonnells with which Elizabeth I’s reign commenced; the Munster operations against James FitzMaurice and the earl of Desmond that occupied successive administrations during the middle years of the queen’s reign; the conflict in Connacht with the Clanricarde and Mayo Burkes that followed; and, lastly, the numerous ‘hostings’ and ‘journeys’ undertaken to combat the turmoil sparked by Tyrone’s rebellion and Spanish invasion plans in the final years of Elizabeth’s reign.

Planning for 2015

Throughout 2014 the Commission continued its meticulous preparation for publication (including Hebrew fonts) of the long-awaited, three-volume *Correspondence of James Ussher, 1600–1656*, edited by Elizabethanne Boran, which will be the definitive scholarly edition of Ussher’s correspondence.

Launches

Two book launches were held in 2014, one in the National Museum of Ireland in Dublin and one in the Public Record Office of Northern Ireland in Belfast.



Left to right: Mr Justice Adrian Hardiman, Professor Marian Lyons, Professor James Kelly and Mr John Larkin, QC.

On Wednesday 21 May Mr Justice Adrian Hardiman launched the five-volume edition of the *Proclamations of Ireland, 1660–1820* in the magnificent setting of the Rotunda at the National Museum of Ireland on Kildare Street. Mr Justice Hardiman praised the editors, Professors James Kelly and Marian Lyons, for their monumental work in assembling this edition, adding that people would be indebted to them for a long time to come, especially in relation to those proclamations that had previously been thought lost. In a considered speech, Mr Justice Hardiman compared proclamations with modern acts of parliament; while they do not tell the whole story they provide an idea of contemporary issues throughout the reigns covered in the five volumes. Professor Kelly told the gathering how this edition, which presented over 2,500 proclamations, had something in it for everyone, from insurgencies and the right to carry arms, to quarantine, abductions and murders. He also paid tribute to the work of the Irish Manuscripts Commission in undertaking the publication of important multi-volume works. Thanking Mr Justice Hardiman, Professor Lyons went on to thank the large network of librarians, archivists and researchers who helped to bring this edition together and to check it, in particular the work of Dr John Bergin. Among the guests at the launch reception were Mr John Larkin, QC, Attorney General of Northern Ireland, former Chief Justice Ronan Keane, and Dr Philip Nolan, President of NUI Maynooth (now Maynooth University).

On Tuesday 9 September, the first three volumes of the twelve-volume edition of the *1641 Depositions* were launched in the Public Record Office of Northern Ireland (PRONI) in Belfast's Titanic Quarter. The Director of PRONI, Maggie Smith, congratulated the editors on their work and told the gathering of her admiration for IMC in bringing these primary sources into print. Launching the volumes, Professor Raymond Gillespie (Maynooth University) considered the process that had made these important documents available online, but observed that publication in print was the crucial endpoint in the process of preserving the contents of these manuscripts for posterity. Recounting the history of his personal involvement with the depositions since the 1970s, Emeritus Professor Aidan Clarke (Trinity College Dublin) said he believed that published in their entirety, as they now were, they contained evidence for answering many of the questions which have been asked about the 1641 rebellion. It was fitting that the location of the launch should be in a building charged with preserving documentary evidence (PRONI), and that the publisher should be IMC, charged as it was with making primary sources widely available. Professor Jane Ohlmeyer (Trinity College Dublin) outlined how the work published online in 2010 had since been studied to include linguistic analysis and visualisations of the information contained in the depositions. I would like to reiterate thanks already expressed to the Director of PRONI, Maggie Smith, and her staff for hosting the seminar launch of this immensely important seventeenth-century source. Among the large attendance were Mr John Larkin, QC, Attorney General of Northern Ireland, Sir Donnell Deeny, Pro Chancellor of Dublin University and Vice President of the Irish Legal History Society, Professor Colum Kenny of Dublin City University, and former Minister for the Arts, Dr Martin Mansergh.

Finance

As in previous years, I would like to acknowledge the funding that IMC received in 2014 from the Department of Arts, Heritage and the Gaeltacht (D/AHG). Without the grant-in-aid provided by the Department, IMC could not carry out its remit. This annual funding crucially underpins IMC's publication programme for the year immediately following.

I would also like to pay tribute here to the members of the Cultural Institutions Unit at D/AHG who have liaised with IMC on behalf of the Department in 2014, in particular Mr Chris Flynn, Mr Kevin Lonergan, Ms Sharon Barry, Mr Colm Lundberg and Ms Orlaith Gleeson. We look forward to continuing to work with the Department in order to fulfil IMC's remit as a publisher of primary sources for Irish histories and cultures as well as developing IMC's position as an important link between the cultural heritage community and the wider community of humanities researchers.

I wish to record my particular appreciation of the work and commitment since her appointment in 2006, and not least in 2014, of the Commission's administrator, Dr Cathy Hayes.

In conclusion I must reiterate what I have written in previous reports: that IMC members receive no remuneration for an indispensable contribution that makes it possible for the Commission to fulfil its remit. This tradition of service to both scholarship and the state has been maintained since the Commission's foundation in 1928.

James McGuire
Chairman
February 2015



Top: Raymond Gillespie launching the first three volumes of the *1641 Depositions* in PRONI.

Middle (left to right): Aidan Clarke, Tom Bartlett, Micheál Ó Siochrú, Annaleigh Margey and Jane Ohlmeyer.

Bottom (left to right): IMC members David Dickson, Máire Mac Conghail, Mary O'Dowd, Michael Kennedy, Chris Flynn (behind), James McGuire (Chairman), James Kelly, Maggie Smith, Jane Ohlmeyer, Donal Moore (behind), Dáibhí Ó Cróinín, Nicholas Canny.

**Company
information**



Directors

James Ivan McGuire (Chairperson)
Nicholas Patrick Canny
David Dickson
David Edwards
Catherine Fahy (appointed April 2014)
Chris Flynn
Greta Jones
Michael Kennedy
James Kelly
Máire Mac Conghail
John McCafferty
Frances McGee (retired June 2014)
Deirdre McMahon
Donal Moore
Thomas O'Connor
Dáibhí Ó Cróinín
Ruán O'Donnell
Mary O'Dowd
Jane Ohlmeyer
Fiona Ross (retired March 2014)
Maggie Smith (appointed February 2014)

Secretary

Cathy Hayes

Company Registration Number

414351

Registered Charity Number

CHY 17206

Registered Office and Business Address

45 Merrion Square, Dublin 2, Ireland

Auditors

Duignan Carthy O'Neill
84 Northumberland Road
Dublin 4

Bankers

Bank of Ireland
39 St Stephen's Green
Dublin 2

**Directors'
Report**



The directors present their report and the financial statements for the year ended 31 December 2014.

The Irish Manuscripts Commission
Limited
Directors' Report
for the year ended
31 December 2014

Principal activity, business review and future development

The company was incorporated on 24 January 2006 and commenced activities on the same date.

Principal Activities

The principal activity of the Irish Manuscripts Commission (IMC) is the publication in print and online of primary manuscript sources for Irish history and culture. These sources would not otherwise be published as they are not by any definition commercially viable. As a public body IMC also acts as advisor to government, when required, on matters relating to primary sources in general and it promotes both public and institutional awareness of their importance.

Business Review

In September 2011 the Irish Manuscripts Commission adopted a Strategic Development Plan for the period 2012–2016. The plan outlined new strategies for achieving IMC's vision to promote awareness of and access to primary source materials for the histories, cultures and heritage of Ireland. It reaffirmed IMC's strategic priorities based on: improving awareness of and access to primary sources; continuing to act as an expert advisor on issues relating to manuscripts and primary sources generally; and digitising its backlist while also addressing the long term preservation of the digital resources created.

Future Development

As outlined in the Strategic Development Plan, IMC will continue to devote its resources to the publication of primary manuscript sources. It will continue also to promote the preservation of primary sources from all periods, and in particular to raise public awareness of the need to preserve contemporary papers and correspondence through the work of its Preservation and Access Awareness Committee (PAAC); these records will in the future be primary sources for historians working on the twenty-first century. In line with its public service remit IMC will engage with modern technologies to make available, through its website and suitable national and European cultural heritage portals, electronic editions of its backlist. IMC publications that are no longer in print will be made available for users, in Ireland and worldwide, free of charge.

Results

The surplus for the year after providing for depreciation amounted to €51,018 (2013 – €60,035). The directors propose to retain this surplus to fund future projects in the coming years.

Research and Development

There were no research and development costs incurred during the year.

State of Affairs

In the opinion of the directors, the state of affairs of the company is satisfactory and there is no material change since the balance sheet date.

Directors and their Interests

The company is limited by guarantee and does not have a share capital. Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while he/she is a member or within one year after he/she ceases to be a member, for payment of the debts and liabilities of the company contracted before he/she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required, not exceeding one Euro.

Each director shall hold office for a maximum of five years after which time he/she shall be eligible for re-appointment. All directors serve in a voluntary capacity.

Political Contributions

No political donations were given by the company during the year.

Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that year. In preparing these the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Acts 1963 to 2013. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Books of Account

The measures taken by the directors to ensure compliance with the requirements of Section 202, Companies Act, 1990, regarding proper books of account are the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise and the provision of adequate resources to the financial function. The books of account are maintained at 45 Merrion Square, Dublin 2.

Principal risks and uncertainties

The principal risks and uncertainties affecting the Irish Manuscripts Commission are continued funding from the Department of Arts, Heritage and the Gaeltacht and the proposed amalgamation with the National Library. IMC has to date received an annual budget which has enabled it to fulfil its primary remit of publication, but the current economic outlook is a reminder that adequate funding is always at risk. At this point in time it is not certain how the proposed amalgamation of IMC into a larger structure will affect its operation, though it is believed that IMC's role as an independent body overseeing the publication of primary manuscript sources will be preserved in the new arrangements.

Auditors

The auditors, Duignan Carthy O'Neill, Chartered Accountants, have indicated their willingness to continue in office in accordance with the provisions of Section 160 (2) of the Companies Act, 1963.

On behalf of the Board

James Ivan McGuire

Director

24 February 2015

David Dickson

Director

24 February 2015

**Independent
Auditors'
Report**



**Independent Auditors' Report
to the members of
*The Irish Manuscripts
Commission Limited***

We have audited the financial statements of The Irish Manuscripts Commission Limited for the year ended 31 December 2014, which comprise the Income & Expenditure Account, Balance Sheet, Cashflow Statement and the related notes and accounting policies. The financial reporting framework that has been applied in their preparation is Irish Law and accounting standards issued by the Financial Reporting Council and promulgated by the Institute of Chartered Accountants in Ireland (Generally Accepted Accounting Practice in Ireland).

Respective responsibilities of directors and auditors

As explained more fully in the Directors' Responsibilities Statement set out on page 16 the directors are responsible for the preparation of the financial statements giving a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with Irish law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

This report is made solely to the company's members, as a body, in accordance with section 193 of the Companies Act 1990. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion, the financial statements:

- give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, of the state of the company's affairs as at 31 December 2014 and of its surplus for the year then ended: and
- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2013.

Matters on which we are required to report by the Companies Acts 1963 to 2013

- We have obtained all the information and explanations which we consider necessary for the purposes of our audit.
- In our opinion proper books of account have been kept by the company.
- The financial statements are in agreement with the books of account.

Matters on which we are required to report by exception

We have nothing to report in respect of the provisions in the Companies Acts 1963 to 2013 which require us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions specified by law are not made.

**84 Northumberland Road
Ballsbridge
Dublin 4**

Date: 25/02/2015

**Liam McQuaid
For and on behalf of
Duignan Carthy O'Neil
Chartered Accountants
Registered Auditors**

**Audited
Accounts**



INCOME AND EXPENDITURE ACCOUNT
Income and Expenditure Account for the year ended 31 December 2014

		Continuing operations	
		2014	2013
		€	€
	Notes		
Income – Book Sales	2	30,083	18,596
Royalties		1,502	2,435
Project Cost of sales		(77,548)	(79,051)
Operating (deficit)		<u>(45,963)</u>	<u>(58,020)</u>
Department of Arts, Heritage and Gaeltacht Grants	3		
- Annual Grant		235,000	245,000
- Historia Grant		—	25,000
- Commentarius		6,521	—
- National Aggregator		8,329	7,739
Sundry income		1,235	676
Prerogative Wills Grant		5,714	—
Administration expenses		(67,882)	(62,514)
Editorial & Publishing expenses		(62,301)	(68,808)
Office expenses		(29,705)	(32,466)
Surplus for the year	4	50,948	59,607
Interest receivable and similar income		70	428
Retained surplus for the year	12	<u>51,018</u>	<u>60,035</u>

There are no recognised gains or losses other than the surplus for the above two financial years.

The financial statements were approved by the Board on 24 February 2015 and signed on its behalf by:

James Ivan McGuire
 Director

David Dickson
 Director

BALANCE SHEET
Balance Sheet as at 31 December 2014

The Irish Manuscripts Commission, a Company Limited by Guarantee and not having a Share Capital.

	Notes		2014 €	2013 €
Fixed Assets				
Tangible assets	7		13,399	8,398
Current Assets				
Stocks	8	6,593	16,002	
Debtors	9	10,211	10,526	
Cash at bank and in hand		<u>560,767</u>	<u>524,359</u>	
		<u>577,571</u>	<u>550,887</u>	
Creditors: amounts falling				
due within one year	10	(13,792)	(20,890)	
Deferred income	11	<u>(29,984)</u>	<u>(42,219)</u>	
		<u>(43,776)</u>	<u>(63,109)</u>	
Net Current Assets			<u>533,795</u>	<u>487,778</u>
Total Assets Less Current Liabilities			<u>547,194</u>	<u>496,176</u>
Capital and Reserves				
Capital Contribution	12		154,831	154,831
Income and Expenditure Account	12		<u>392,363</u>	<u>341,345</u>
Funds	13		<u>547,194</u>	<u>496,176</u>

The financial statements were approved by the Board on 24 February 2015 and signed on its behalf by:

James Ivan McGuire
 Director

David Dickson
 Director

CASH FLOW STATEMENT

Cash Flow Statement for the year ended 31 December 2014

	2014	2013
	€	€
Reconciliation of operating surplus to net cash inflow from operating activities		
Operating surplus	50,948	59,607
Depreciation	1,074	1,049
Decrease in stocks	9,409	2,672
Decrease in debtors	315	(3,184)
(Decrease)/Increase in creditors	(7,098)	(10,689)
Net cash inflow from operating activities	<u>54,648</u>	<u>49,455</u>
Cash Flow Statement		
Net cash inflow from operating activities	54,648	49,455
Returns on investments and servicing of finance	70	428
Capital expenditure	(6,075)	(7,605)
Deferred Income	(12,235)	6,000
Increase in cash in the year	<u>36,408</u>	<u>48,278</u>
Reconciliation of net cash flow to movement in net funds		
Increase in cash in the year	36,408	48,278
Net funds at 1 January 2014	<u>524,359</u>	<u>476,08</u>
Net funds at 31 December 2014	<u>560,767</u>	<u>524,359</u>

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2014

1. Accounting Policies

1.1. Basis of preparation

The financial statements have been prepared in accordance with accounting standards generally accepted in Ireland and Irish statutes comprising the Companies Acts, 1963 to 2013 Accounting Standards generally accepted in Ireland in preparing financial statements giving a true and fair view are those published by Chartered Accountants Ireland and issued by the Financial Reporting Council.

1.2. Income

Income represents the total income received from book sales related to the year.

1.3. Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates calculated to write off the cost less residual value of each asset over its expected useful life on the straight-line basis, as follows:

Fixtures, fittings and computers – 20%

The carrying values of the tangible fixed assets are reviewed annually for impairment in periods if events or changes in circumstances indicate that the carrying value may not be recoverable.

1.4. Stock

Stocks of books are valued at the lower of cost and net realisable value. As sales volumes of books published are at their highest levels in the first two years following their date of publication, directors are of the opinion that only books published within two years of the year end be included in the stock value. The remainder of book stocks have been provided against as either slow moving or obsolete.

1.5. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

The regular cost of providing retirement pensions and related benefits is charged to the income and expenditure account over the employees' service lives on the basis of a constant percentage of earnings.

1.6. Taxation

The company is exempt from taxation due to its charitable status. (Charity tax number: 17206).

1.7. Government grants

Grants towards capital expenditure are released to the income and expenditure account over the expected useful life of the assets. Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred.

2. Income

The total income of the company for the year has been derived from its principal activity wholly undertaken in Ireland.

3. Department of Arts, Heritage and Gaeltacht Grants

	2014	2013
	€	€
Annual Grant	235,000	245,000
One-off grants for special projects	8,329	32,739
Commentarius	6,521	–
	<u>249,850</u>	<u>277,739</u>

There is a contingent liability to repay government grants received if the grant is not used for the purpose for which it was advanced.

4. Surplus for the year

	2014	2013
	€	€
The surplus for the year is stated after charging:		
Depreciation of tangible assets	1,074	1,049
Chairman's Honorarium	–	–
Auditors' remuneration		
- Audit	1,845	1,845
- Accounting, Secretarial, Taxation and Payroll work	<u>2,354</u>	<u>2,590</u>

5. Employees

Number of employees

The average monthly numbers of employees during the year were:	2014	2013
	Number	Number
Number of employees	<u>2</u>	<u>2</u>
(Includes Administrator and Chairman)		

The staff costs are analysed in the income and expenditure account as follows:

	2014	2013
	€	€
Salaries (including administrative assistance)	78,572	72,401
Pension	5,994	5,995
Chairman's Honorarium	–	–
Social welfare costs (including administrative assistance)	<u>7,853</u>	<u>7,153</u>
	<u>92,419</u>	<u>85,549</u>

6. Pension costs

Pension costs amounted to €5,994 (2013 — €5,995).

7. Tangible assets

	Fixtures & fittings	Total
Cost	€	€
At 1 January 2014	38,843	38,843
Additions	<u>6,075</u>	<u>6,075</u>
At 31 December 2014	<u>44,918</u>	<u>44,918</u>
Depreciation		
At 1 January 2014	30,445	30,445
Charge for the year	<u>1,074</u>	<u>1,074</u>
At 31 December 2014	<u>31,519</u>	<u>31,519</u>
Net book values		
At 31 December 2014	<u>13,399</u>	<u>13,399</u>
At 31 December 2013	<u>8,398</u>	<u>8,398</u>

The company was incorporated on the 24 January 2006 and was gifted furniture and other office equipment worth an estimated value of €48,710 by The Irish Manuscripts Commission. These assets are recognised in the above additions at a nominal value of €1.

8. Stocks

	2014	2013
	€	€
Finished goods — Books	6,593	16,002
Stocks of books have been valued at the lower of cost and net realisable value.		

9. Debtors: amounts falling due within one year

	2014	2013
	€	€
Prepayments and accrued Income	10,211	10,526

10. Creditors: amounts falling due within one year

	2014	2013
	€	€
Other taxes and social security costs – PAYE/PRSI	6,531	6,145
Accruals	7,261	14,745
	13,792	20,890

11. Deferred income

	2014	2013
	€	€
Government grants		
At 1 January 2014	42,219	36,219
Increase in year	—	6,000
	42,219	42,219
Released in year	(12,235)	—
At 31 December 2014	29,984	42,219

The deferred Government Grants relate to extra monies received in relation to projects for publishing books. These projects were not completed by the year end.

12. Equity Reserves

	Income and Expenditure account	Capital Contribution	Total
	€	€	€
At 1 January 2014	341,345	154,831	496,176
Retained surplus for the year	51,018	—	51,018
At 31 December 2014	392,363	154,831	547,194

13. Reconciliation of movements in funds

	2014	2013
	€	€
Surplus for the year	51,018	60,035
Opening shareholders' funds	<u>496,176</u>	<u>436,141</u>
	<u>547,194</u>	<u>496,176</u>

14. Capital Contribution

The company was incorporated on the 24 January 2006 and was gifted €130,731 cash and €24,100 stock of books from The Irish Manuscripts Commission. Furniture and other office equipment was also gifted and have been included in the financial statements at a nominal value of €1. This gives a total capital contribution of €154,831.

15. Related party transactions

Directors are reimbursed for any expenses incurred during the course of carrying out their duties.

The company have agreed with the Office of Public Works that no rent will be payable for the use of office space.

16. Ultimate parent undertaking

The company is controlled by its Members and the Board of Directors.

17. Approval of financial statements

The financial statements were approved by the Board on 24 February 2015 and signed on its behalf by:

James Ivan McGuire

Director

David Dickson

Director

ANNUAL ENERGY EFFICIENCY REPORT 2014

Overview of Energy Usage in 2014

The Irish Manuscripts Commission (IMC) shares accommodation with the Irish Architectural Archive (IAA) at No. 45 Merrion Square. Energy usage is based on a 20:80 split between IMC:IAA based on occupation of space in the house.

The main energy usage by IMC relates to heating (natural gas supplied by Bord Gáis), lighting and power (supplied by Airtricity) and water services (Dublin City Council).

In 2014, the Irish Manuscripts Commission consumed 24.7 MWh of energy, consisting of:

- 1.9 MWh of electricity (20% of whole building usage which is 9.7 MWh)
- 22.8 MWh of fossil fuels (as natural gas) (20% of whole building usage which is 114 MWh)
- 1.0 MWh of the 1.9 MWh electricity used is from renewable sources.¹

Water charges are also calculated on a 20:80 ratio. During 2014, 73 cubic metres of water were used in the whole building.

Energy performance

The Irish Manuscripts Commission has one permanent employee and the office operates at maximum efficiency in terms of energy usage within the constraints of occupying a refurbished Georgian building.

1. Airtricity Fuel Mix Disclosure: January 2013 to December 2013; electricity supplied by Airtricity from renewable fuels is 50.4% of fuel sources (in Airtricity billing information, 13/1/15).