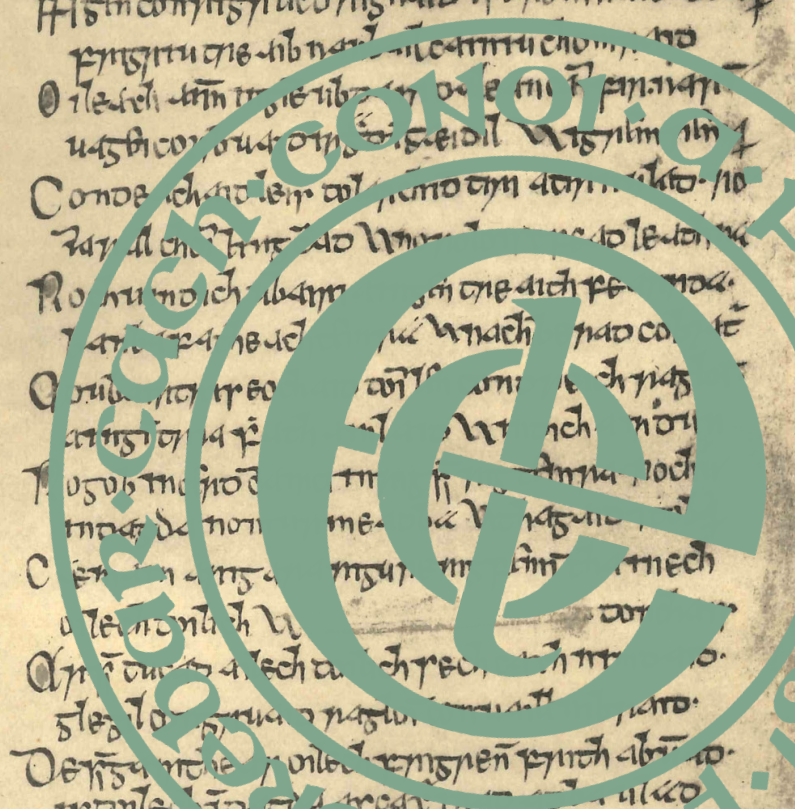


IRISH MANUSCRIPTS COMMISSION

ANNUAL REPORT

2015



*Queen Elizabeth
good ship, a Lord of heavenly
from 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 ever a retreating
here heroes questers of the
here ancient quarry direct
and near the coast where
Do thou direct us through
through raging winds
where danger lies
Let smiling
Start thy
The*



IRISH MANUSCRIPTS COMMISSION
45 Merrion Square
Dublin 2
Ireland
www.irishmanuscripts.ie

CONTENTS

CHAIRMAN’S REPORT 2015	2		
Introduction	3		
Board, committees and subcommittees	4		
<i>Editorial and Publications Committee</i>	5		
<i>Preservation and Access Awareness Committee</i>	5		
Staff	5		
Services	5		
<i>IMC ‘Digital Editions’</i>	6		
Books of Survey and Distribution project	6		
Publications	6		
<i>Calendar of State Papers, Ireland, 1547–1553</i>	7		
<i>The correspondence of James Ussher, 1600–1656 (3 volumes)</i>	7		
<i>Analecta Hibernica, no. 46</i>	7		
<i>Early Stuart Irish warrants, 1623–1639: the Falkland and Wentworth administrations</i>	7		
Planning for 2016	7		
Launches	8		
Eoin MacNeill Lecture	8		
Marie-Louise Jennings	9		
Finance	9		
Department of Arts, Heritage and the Gaeltacht	9		
Conclusion	9		
 COMPANY INFORMATION	 10		
 DIRECTORS’ REPORT	 12		
Principal activity, business review and future development	13		
<i>Principal Activities</i>	13		
<i>Business Review</i>	13		
<i>Future Development</i>	13		
Results	13		
Research and Development	13		
State of Affairs	14		
Directors and their Interests	14		
Political Contributions	14		
Directors’ Responsibilities	14		
Accounting Records	15		
Principal risks and uncertainties	15		
Auditors	15		
 INDEPENDENT AUDITORS’ REPORT	 16		
Respective responsibilities of directors and auditors	17		
Scope of the audit of the financial statements	17		
Opinion on financial statements	17		
Matters on which we are required to report by the Companies Act 2014	18		
		Matters on which we are required to report by exception	18
		 AUDITED ACCOUNTS	 19
		Profit and Loss Account	20
		Statement of Changes in Equity for the financial year	21
		Balance Sheet	22
		Cash Flow Statement	23
		 NOTES TO THE FINANCIAL STATEMENTS	 24
		1. General Information	24
		Statement of Compliance	24
		2. Accounting Policies	24
		2.1. <i>Basis of preparation</i>	24
		2.2. <i>Income</i>	24
		2.3. <i>Tangible fixed assets and depreciation</i>	24
		2.4. <i>Stock</i>	24
		2.5. <i>Pensions</i>	24
		2.6. <i>Taxation</i>	24
		2.7. <i>Government grants</i>	24
		3. Judgements and key sources of estimation uncertainty	24
		<i>Going Concern</i>	24
		<i>Stock Valuation</i>	25
		4. Income	25
		5. Department of Arts, Heritage and Gaeltacht Grants	25
		6. Loss for the year	25
		7. Employees	25
		8. Tangible assets	25
		9. Pension costs	26
		10. Stocks	26
		11. Debtors: amounts falling due within one year	26
		12. Cash at bank and in hand	27
		13. Creditors: amounts falling due within one year	27
		14. Deferred income	27
		15. Equity Reserves	27
		16. Reconciliation of movements in funds	27
		17. Capital Contribution	27
		18. Related party transactions	28
		19. Key management personnel compensation	28
		20. Ultimate controlling party	28
		21. Transition to FRS 102	28
		<i>Reconciliation of equity</i>	28
		<i>Reconciliation of profit and loss for the year</i>	28
		22. Approval of financial statements	28
		 ANNUAL ENERGY EFFICIENCY REPORT 2015	 28
		Overview of Energy Usage in 2015	28
		Energy performance	28

**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 reaffirmed its wish to provide advice to Government that would 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.

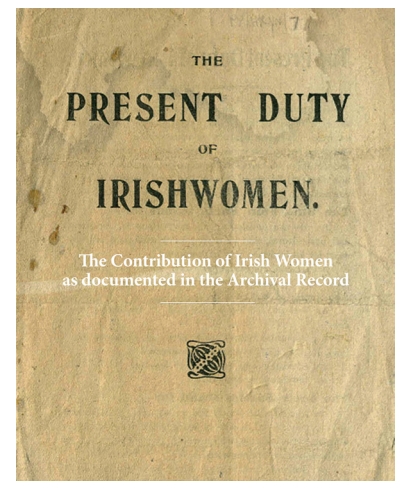
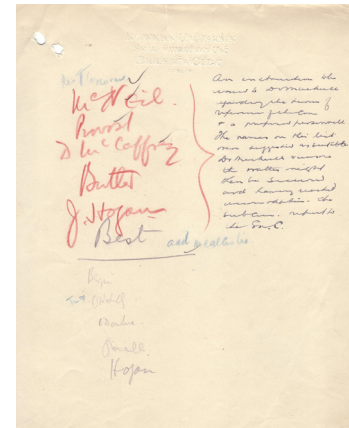
During 2015 the Commission engaged fully with the Department of Arts, Heritage and the Gaeltacht (D/AHG) as it continued its work to put in place new governance structures for the Irish Manuscripts Commission. The Commission remains firmly committed to seeking to have its core tasks, as publisher of primary documents and manuscripts and as advisor on the preservation of Ireland's documentary inheritance, reflected in whatever new governance structure emerges.

Since the beginning of 2010 IMC has provided a national aggregator service for digital content coming from Irish memory institutions for the Europeana cultural heritage portal (www.europeana.eu). Set up at the request of the Department of Arts, Heritage and the Gaeltacht, the service has been operated by IMC for six years during which time it has facilitated the addition of c. 950,000 digital objects (sound, image, video and text) to the Europeana portal. With the increasing pressure on IMC resources to deliver on its primary remit to preserve manuscript sources for Irish history in print and online IMC decided in November to step down as a national aggregator. In response, the Department acknowledged IMC's work and commitment since 2010, describing it as invaluable in establishing Ireland as a contributing member to Europeana. IMC will continue to support the work of Europeana and to promote aggregation of digital content among cultural institutions.

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. The impact of the IAR continues to grow and following on the successful launch of the redesigned and upgraded IAR web portal in 2014, IAR launched a school resource pack in 2015 aimed at supporting the senior cycle secondary school history course north and south of the border. The pack, entitled *The present duty of Irish women*, was launched by Senator David Norris in November 2015.

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 18 September 2015 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, Deirdre McMahon, Mary O'Dowd and Dáibhí Ó Cróinín — who were on hand to answer questions about IMC editions of primary sources and to advise on diverse aspects of record preservation and retention.

Short lectures on the work of the Commission by Dr Michael Kennedy (RIA) and Professor James Kelly (St Patrick's College, DCU), were enjoyed by many of the





visitors. These were interspersed with short lectures by Dr Brian Hughes (Exeter University) based on the edition he is editing for IMC of the memoir prepared by Eoin MacNeill in the 1930s. MacNeill was founder and president of the Irish Volunteers, minister for education in the first Free State government, and from 1928 chairman of the newly founded Irish Manuscripts Commission.

The remarkable increase in the number of visitors on Culture Night in 2014 was replicated this year. It is estimated that over 4,300 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. I noticed that other IMC publications arousing keen interest included *Infanticide in the Irish Crown files at assizes, 1883–1900* and the recently published three-volume edition of the *Correspondence of James Usher, 1600–1656*. The expanded genealogy section commanded considerable interest and IMC members Máire Mac Conghail and Mary O'Dowd were on hand to answer queries regarding the genealogy sources on display.

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 2015 there were 19 member directors of the Irish Manuscripts Commission. On 24 February Mr John McDonough, Director of the National Archives of Ireland (NAI) was appointed to the Commission as an ex-officio member. On 30 September the new director of the National Library of Ireland, Dr Sandra Collins, was appointed to the Commission as an ex-officio member. I would like to thank warmly Ms Catherine Fahy for her commitment to the work of the Commission throughout the period of her appointment. At the end of 2015 there were 20 members of the Irish Manuscripts Commission.

On 31 December 2015, the board of the Irish Manuscripts Commission consisted of the following 20 members: James McGuire (Chairman), University College Dublin; Nicholas Canny, NUI Galway; Sandra Collins, National Library of Ireland; David Dickson, Trinity College Dublin; David Edwards, University College Cork; Chris Flynn, formerly of the 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, University College Dublin; John McDonough, National Archives of Ireland; Deirdre McMahon, Mary Immaculate College, Limerick; Donal Moore, former Waterford City Archivist; Thomas O'Connor, Maynooth University; 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 2015 and the Annual General Meeting on 23 March.

Under the National Archives Act, 1986, not less than two members of IMC sit on the National Archives Advisory Council (NAAC). In 2015 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 2015 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 five times in 2015 to approve proposals and monitor the progress of current publishing projects, of which there were 38 on 31 December 2015.

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.

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 Dr Melinda Lyons provide administrative assistance on a contract for service basis. Ms Eva Kelly provided administrative assistance on a contract for service basis between January and July 2015.

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; online submission of publishing proposals; downloadable PDFs for the latest IMC book catalogue, annual reports, strategic development plans and policy documents; and (up to December 2015) information on and a contact point for IMC's role as national aggregator for the Europeana portal. IMC reviews its website design regularly to optimise and develop delivery of these services.



IMC has increased its activity on social media during 2015. IMC's following on Twitter has expanded greatly 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 2015–2016 publications catalogue together with previously mentioned promotional leaflets about IMC and the preservation of personal records were distributed at several events in 2015 on behalf of IMC; I extend my sincere thanks to Máire Mac Conghail 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 number of *History Ireland* and the revamped *Books Ireland*, as well as through the Ulster Historical Foundation's *Family Directory* and its genealogy road trips to the USA. Targetted adverts were placed in an issue of *Irish Arts Review* as well as in an issue of *TLS (Times Literary Supplement)* carrying an Irish studies feature. We believe these mechanisms are of continued importance in promoting IMC publications among established and new audiences in Ireland and overseas.

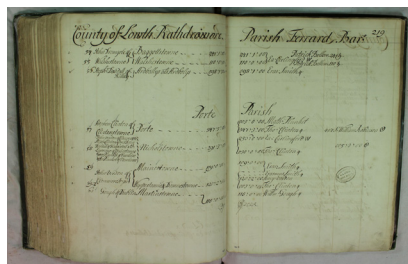
IMC 'Digital Editions'



IMC continued its programme to improve its Digital Editions service in 2015. The new search and read interface, based on the Internet Archive (<https://archive.org>) '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 stalled in 2015 but is set to resume in early 2016.

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.

Books of Survey and Distribution project



In June 2015 a contract was signed between IMC and the School of Histories and Humanities, Trinity College Dublin, to deliver in 2018 an online, searchable, digitized version of the 20-volume Books of Survey and Distribution, held at the National Archives of Ireland (Quit Rent Office set). This resource will be available to search free for users anywhere in the world. It will build on the existing Down Survey website (downsurvey.tcd.ie) to give access to 'a major primary source whose value for historians, genealogists, and place-names experts is proven' (*IMC Strategic Development Plan, 2012–2016*, p. 14). IMC will also publish a print edition in four volumes.

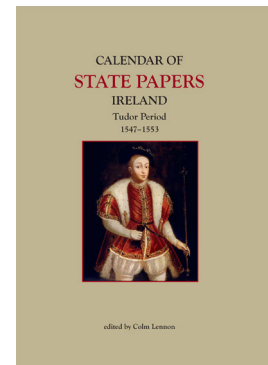
Publications

In the course of 2015 three new editions of primary sources were published as well as issue no. 46 of *Analecta Hibernica*. One of these editions was the much-

anticipated multi-volume edition of *The correspondence of James Ussher, 1600–1656* (see below). While this is recorded as a single edition in my report, at a practical level (resources, copy-editing and production) it represents three bound books.

Calendar of State Papers, Ireland, 1547–1553

Edited by Professor Colm Lennon, this is the fourth volume in the *Calendar of State Papers, Ireland* (new series) and covers the reign of Edward VI (1547–53). The reign of Elizabeth I for the years 1566–75 has been covered in three previous volumes edited by Dr Bernadette Cunningham (1566–7; 1568–71) and Professor Mary O’Dowd (1571–5).

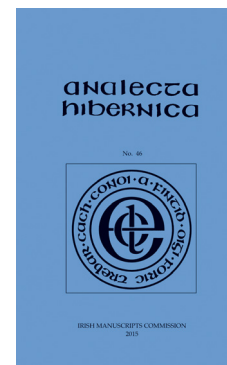


The correspondence of James Ussher, 1600–1656 (3 volumes)

It was with great pleasure and a modicum of relief that the early part of 2015 saw the long-awaited publication of Dr Elizabethanne Boran’s scholarly edition of *The correspondence of James Ussher, 1600–1656*. The significance of Ussher’s correspondence is well known and it has given the Commission great pleasure to witness the appreciation of Dr Boran’s scholarly achievement in the reviews and comments on her edition which have appeared so far.

Analecta Hibernica, no. 46

I would like again to pay tribute to the editor of *Analecta Hibernica*, Professor James Kelly, who has over the past twelve 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 publishes ‘The journeys of Samuel Molyneux in Ireland, 1708–1709’ (presented by Peter Barry), ‘Charles O’Hara’s observations on County Sligo, 1752–1773’ (presented by David Dickson and David Fleming) and ‘Louisa Beaufort’s diary of her travels in south-west Munster and Leinster in 1842 and 1843’ (presented by Magda Loeber and Rolf Loeber). This is the first issue of *Analecta Hibernica* to carry colour illustrations. It also includes a report to the minister for Arts, Heritage and the Gaeltacht for 2014.



Early Stuart Irish warrants, 1623–1639: the Falkland and Wentworth administrations

This edition, edited by Dr Mark Empy, is based on collections of early Stuart Irish warrants in the Bodleian Library, Oxford; Marsh’s Library, Dublin; and the East Riding Archive and Local Studies Services in Beverley, Yorkshire. The more than 600 warrants transcribed here shine a light not only on the administration of Ireland, but also on more routine social and cultural matters.

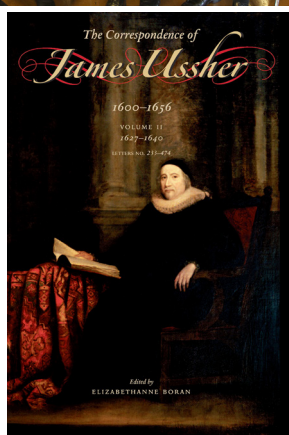


Planning for 2016

Towards the end of 2015 several editions were close to publication but not yet at the printers. The following editions will appear in the early part of 2016: *The acts of James II’s Irish parliament of 1689*, edited by John Bergin and Andrew Lyall; *Acts of the Corporation of Coleraine, 1623–1669*, edited by Bríd McGrath; and volumes IV (Dublin) and V (Kildare & Meath) of the *1641 Depositions* series of which Aidan Clarke is the principal editor.

Launches

The Ussher edition was formally launched on Monday 30 March in the Long Room of Trinity College Library, adjacent to the books donated to the library by Ussher himself. Pictured at the launch are: (standing, l-r) Ciaran Brady, Cathy Hayes, Provost Patrick Prendergast, James McGuire, David Dickson, Jane Ohlmeyer and (seated, l-r) Alan Ford, Elizabethanne Boran, Aidan Clarke and Mordechai Feingold.



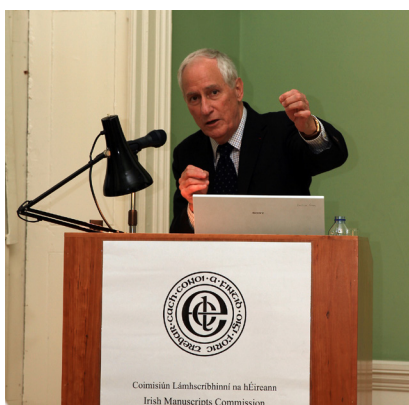
Prior to the launch, Professor Alan Ford, professor of theology and pro-vice-chancellor of Nottingham University, delivered an address in TCD's Jonathan Swift lecture theatre entitled 'Ussher: the history of a reputation'. He elaborated on the many facets of James Ussher including his 'promiscuous appeal' to scholars, both catholic and protestant. In his generous opening remarks Professor Ford thanked the Irish Manuscripts Commission for the high-quality editions they had published of late and especially for having the foresight to invest in the Ussher edition. He congratulated Elizabethanne Boran on the results of her scholarly labours which were now on display for all to use and admire.

Opening the launch proceedings in the Long Room, the provost of Trinity College, Dr Patrick Prendergast, reminded the audience of Ussher's many achievements in his long association with the College. Professor Mordechai Feingold of the California Institute of Technology then launched the edition and commended Dr Boran for her scholarship and tenacity in editing and bringing this edition to such a successful conclusion.

The editor herself painted a picture of the European and North-American networks which supported James Ussher in his work and thanked several of her own networks that had supported her in her undertaking to complete this comprehensive new edition of Ussher's correspondence. Dr Boran said that the timing of the launch was particularly fitting as the previous week she had attended the reburial of Richard III in Leicester and it was a childhood fascination with him that had led her to study history and ultimately Ussher.

Eoin MacNeill Lecture

The biennial Eoin MacNeill Lecture series was established in 2012 with the aim of asking distinguished scholars, librarians and archivists from outside Ireland to dwell on the importance of archives and primary sources in their work. On Monday 12 October Professor Robert Darnton, Carl H. Pforzheimer Professor Emeritus and University Librarian Emeritus at Harvard University, delivered the second Eoin MacNeill Lecture which had been deferred from 2014. Professor Darnton gave an illuminating lecture about what the French were reading in the decades before the Revolution. By examining the book trade through the archives of a contemporary Swiss publisher and wholesaler (Société typographique de Neuchâtel), Professor Darnton produced a profile of the titles that were most in demand. In keeping with his views on open access and his work on the Digital Public Library of America, much of this research has been made available on his website. The lecture was attended by among others the French cultural attaché, M. Frédéric Rauser. Professor Darnton's MacNeill Lecture will be published in pamphlet form later in 2016.



Professor Robert Darnton delivering the second Eoin MacNeill Lecture.

Marie-Louise Jennings

In August 2015 members of the Commission learned with great regret of the death of the historian Dr Marie Louise Jennings. In 1996, as Marie-Louise Legg, she published with Lilliput Press on behalf of the Commission, an edition of the *Synge letters*. Eight years later the Commission published her edition of *The census of Elphin, 1749* (2004). At the time of her death her edition of the letters of Katherine Conolly, was being prepared for publication by her co-editor, Dr Gaye Ashford. Publication in late 2016 is anticipated.

Finance

As in previous years, I would like to acknowledge the funding that IMC received in 2015 from the Department of Arts, Heritage and the Gaeltacht (D/AHG). Without the grant 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.

Department of Arts, Heritage and the Gaeltacht

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 2015, in particular Mr Chris Flynn, who retired in July 2015, Mr Kevin Lonergan, Ms Mary Nash, Ms Sharon Barry, Ms Orlaith Gleeson and Mr Colm Lundberg. 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.

Conclusion

I wish to record my particular appreciation of the work and commitment since her appointment in 2006, and not least in 2015, 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
January 2016

**Company
information**



Directors

James Ivan McGuire (Chairperson)
Nicholas Patrick Canny
Sandra Collins (appointed September 2015)
David Dickson
David Edwards
Catherine Fahy (retired July 2015)
Chris Flynn
Greta Jones
James Kelly
Michael Kennedy
Máire Mac Conghail
John McCafferty
John McDonough (appointed February 2015)
Deirdre McMahan
Donal Moore
Thomas O'Connor
Dáibhí Ó Cróinín
Ruán O'Donnell
Mary O'Dowd
Jane Ohlmeyer
Maggie Smith

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 2015.

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

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 loss for the year after providing for depreciation amounted to €264,199. (2014 – profit €51,018).

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 period 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

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with Irish law and regulations.

Irish company law requires the directors to prepare financial statements for each financial year. Under the law, the directors have elected to prepare the financial statements in accordance with Companies Act 2014 and Irish Generally Accepted Accounting Practice (Irish GAAP), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Ireland' and promulgated by the Institute of Chartered Accountants in Ireland.

Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the profit or loss of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- 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 ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and profit or loss of the company to be determined with reasonable accuracy, enable them to ensure that the financial statements and directors' report

comply with the Companies Act 2014 and enable the financial statements to be audited. 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.

Accounting Records

The measures taken by the directors to ensure compliance with the requirements of Sections 281 to 285 of the Companies Act 2014 regarding adequate accounting records 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 accounting records 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 post 2008 economic downturn 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

In accordance with Section 383(2) of the Companies Act 2014, the auditors, Duignan Carthy O'Neill, Chartered Accountants, have indicated their willingness to continue in office.

On behalf of the Board

James Ivan McGuire

Director

5 February 2016

Máire Mac Conghail

Director

5 February 2016

**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 2015, which comprise the Profit & Loss 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).

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. 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.

Respective responsibilities of directors and auditors

As explained more fully in the Directors' Responsibilities Statement set out on page 4 the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and otherwise comply with the Companies Act 2014. 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.

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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2015 and of its loss for the year then ended; and
- have been properly prepared in accordance with the relevant financial reporting framework and, in particular, the requirements of the Companies Act 2014.

Matters on which we are required to report by the Companies Act 2014

- We have obtained all the information and explanations which we consider necessary for the purposes of our audit.
- In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited.
- The financial statements are in agreement with the accounting records.
- In our opinion the information given in the directors report is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the provisions in the Companies Act 2014 which require us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions specified by section 305 to 312 of the Act are not made.

**84 Northumberland Road
Ballsbridge
Dublin 4**

Date: 9 February 2016

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

**Audited
Accounts**



PROFIT AND LOSS ACCOUNT
Profit and Loss Account for the year ended 31 December 2015

		Continuing operations	
		2015	2014
	Notes	€	€
Income – Book sales	4	21,442	30,083
Royalties		2,218	1,502
Project Cost of sales		(43,441)	(77,548)
Operating (loss)		(19,781)	(45,963)
Department of Arts, Heritage and Gaeltacht Grant	5		
- Annual Grant		177,500	235,000
- Commentarius		5,413	6,521
- National Aggregator		8,329	
Sundry income		1,132	1,235
Prerogative Wills Grant		286	5,714
Administration expenses		(71,152)	(67,882)
Editorial & publishing expenses		(81,142)	(62,301)
Office expenses		(33,025)	(29,705)
Special Projects Funding		(243,500)	—
(Loss)/profit for the year	6	(264,269)	50,948
Interest receivable and similar income		70	70
Retained (Loss)/Profit for the year	15	(264,199)	51,018

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

STATEMENT OF CHANGES IN EQUITY FOR THE FINANCIAL YEAR

	Income and Expenditure account	Capital Contribution	Total Equity
	€	€	€
At 1 January 2015	392,363	154,831	547,194
(Loss)/Profit retained for the year	<u>(264,199)</u>	<u>—</u>	<u>(264,199)</u>
At 31 December 2015	<u>128,164</u>	<u>154,831</u>	<u>282,995</u>

In respect of prior year:

	Income and Expenditure account	Capital Contribution	Total Equity
	€	€	€
At 1 January 2014	341,345	154,831	496,176
(Loss)/Profit retained for the year	<u>51,018</u>	<u>—</u>	<u>51,018</u>
At 31 December 2014	<u>392,363</u>	<u>154,831</u>	<u>547,194</u>

BALANCE SHEET
Balance Sheet as at 31 December 2015

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

	Notes		2015 €	2014 €
Fixed Assets				
Tangible assets	8			13,399
Current Assets				
Stocks	10	30,942	6,593	
Debtors	11	8,471	10,211	
Cash at bank and in hand	12	<u>277,233</u>	<u>560,767</u>	
		<u>316,646</u>	<u>577,571</u>	
Creditors: amounts falling due within one year				
		(21,691)	(13,792)	
Deferred income	14	<u>(24,285)</u>	<u>(29,984)</u>	
		<u>(45,976)</u>	<u>(43,776)</u>	
Net Current Assets			<u>270,670</u>	<u>533,795</u>
Total Assets Less Current Liabilities			<u>282,995</u>	<u>547,194</u>
Capital and Reserves				
Capital Contribution	15		154,831	154,831
Income and Expenditure Account	15		<u>128,164</u>	<u>392,363</u>
Funds	16		<u>282,995</u>	<u>547,194</u>

The financial statements were approved by the Board on 5 February 2016 and signed on its behalf by:

James Ivan McGuire
 Director

Máire Mac Conghail
 Director

CASH FLOW STATEMENT

Cash Flow Statement for the year ended 31 December 2015

	2015	2014
	€	€
Reconciliation of operating surplus to net cash flow from operating activities		
Operating (loss)/profit	(264,269)	50,948
Depreciation	1,074	1,074
(Increase)/decrease in stocks	(24,349)	9,409
Decrease in debtors	1,740	315
Increase/(decrease) in creditors	7,899	(7,098)
Deferred income	<u>(5,699)</u>	<u>(12,235)</u>
Net cash (outflow)/inflow from operating activities	<u>(283,604)</u>	<u>42,413</u>
Statement of Cash Flows		
Net cash (outflow)/inflow from operating activities	<u>(283,604)</u>	<u>42,413</u>
Cash flow from investing activities		
Interest received	70	70
Capital expenditure	<u>—</u>	<u>(6,075)</u>
Net cash inflow/(outflow) from investing activities	<u>70</u>	<u>(6,005)</u>
Net cash flow from financing activities	<u>—</u>	<u>—</u>
Net (decrease)/increase in cash and cash equivalents in the year	(283,534)	36,408
Reconciliation of net cash flow to movement in net debt		
(Decrease)/increase in cash and cash equivalents in the year	(283,534)	36,408
Cash and cash equivalents at 1 January 2015	<u>560,767</u>	<u>524,359</u>
Cash and cash equivalents at 31 December 2015	<u>277,233</u>	<u>560,767</u>

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2015

1. General Information

These financial statements comprising the Income and Expenditure Account, the Balance Sheet, the Statement of Changes in Equity, the Statement of Cash Flows and the related notes constitute the individual financial statements of The Irish Manuscripts Commission Limited for the financial year ended 31 December 2015.

Statement of Compliance

The financial statements have been prepared in accordance with FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (FRS 102). These are the first financial statements that comply with FRS 102.

2. Accounting Policies

2.1. Basis of preparation

The financial statements are prepared on the going concern basis and in accordance with Financial Reporting Standard 102 and Irish statute comprising the Companies Act 2014. Accounting Standards generally accepted in Ireland in preparing financial statements giving a true and fair view are those issued by the Financial Reporting Council and promulgated by the Institute of Chartered Accountants in Ireland.

2.2. Income

Income is stated net of trade discounts and volume rebates and derives from the sale of books falling within the company’s ordinary activities. Income on sale of books is recognised when the company has transferred the significant risks and rewards of ownership in the goods, which usually takes place when the books are physically delivered to the buyer.

2.3. Tangible fixed assets and depreciation

Depreciation is provided on all tangible fixed assets 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% All tangible fixed assets are initially recorded at historic cost. 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.

2.4. 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.

2.5. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year, to a personal retirement savings account (PRSA). 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.

2.6. Taxation

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

2.7. Government grants

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

3. Judgements and key sources of estimation uncertainty

The directors consider the accounting estimates and assumptions below to be its accounting estimates and judgements:

Going Concern

The directors consider it appropriate to prepare the financial statements on a going concern basis. Accordingly, these financial statements do not include any adjustments to the carrying amounts and classification of assets and

liabilities that may arise if the company was unable to continue as a going concern.

Stock Valuation

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.

4. Income

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

5. Department of Arts, Heritage and Gaeltacht Grants

	2015	2014
	€	€
Annual Grant	177,500	235,000
One-off grants for special projects	—	8,329
Commentarius	<u>5,413</u>	<u>6,521</u>
	<u>182,913</u>	<u>249,850</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.

6. Loss for the year

	2015	2014
	€	€
The loss for the year is stated after charging:		
Depreciation of tangible assets	<u>1,074</u>	<u>1,074</u>

7. Employees

Number of employees

The average monthly numbers of employees during the year were:

	2015	2014
	Number	Number
Number of employees	<u>1</u>	<u>2</u>

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

	2015	2014
	€	€
Salaries (including administrative assistance)	79,182	78,572
Pension	5,995	5,994
Social welfare costs (including administrative assistance)	<u>8,079</u>	<u>7,853</u>
	<u>93,256</u>	<u>92,419</u>

8. Tangible assets

	Fixtures & fittings	Total
Cost	€	€
At 1 January 2015	<u>44,918</u>	<u>44,918</u>
At 31 December 2015	<u>44,918</u>	<u>44,918</u>

Depreciation		
At 1 January 2015	31,519	31,519
Charge for the year	1,074	1,074
At 31 December 2015	<u>32,593</u>	<u>32,593</u>
Net book values		
At 31 December 2015	<u>12,325</u>	<u>12,325</u>
At 31 December 2014	<u>13,399</u>	<u>13,399</u>
In respect of prior year:	Fixtures & fittings	Total
Cost	€	€
At 1 January 2014	38,843	38,843
Additions	6,075	6,075
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	1,074	1,074
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.

9. Pension costs

Pension costs amounted to €5,995 (2014 – €5,994).

10. Stocks

	2015	2014
	€	€
Finished goods – Books	<u>30,942</u>	<u>6,593</u>

Stocks of books have been valued at the lower of cost and net realisable value.

11. Debtors: amounts falling due within one year

	2015	2014
	€	€
Prepayments and accrued Income	<u>8,471</u>	<u>10,211</u>

12. Cash at bank and in hand

	2015	2014
	€	€
Current Account	110,132	328,076
Deposit Account	45,875	232,662
Deposit Account Special Projects	121,189	—
Petty cash	37	29
	<u>277,233</u>	<u>560,767</u>

13. Creditors: amounts falling due within one year

	2015	2014
	€	€
Other taxes and social security costs	8,021	6,531
Other creditors	1	431
Accruals	<u>13,669</u>	<u>20,068</u>
	<u>21,691</u>	<u>27,030</u>

14. Deferred income

	2015	2014
	€	€
Government grants		
At 1 January 2015	29,984	42,219
Released in year	<u>(5,699)</u>	<u>(12,235)</u>
At 31 December 2014	<u>24,285</u>	<u>29,984</u>

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.

15. Equity Reserves

	Income and Expenditure account	Capital Contribution	Total
	€	€	€
At 1 January 2015	392,363	154,831	547,194
Retained loss for the year	<u>(264,197)</u>	<u>—</u>	<u>(264,197)</u>
At 31 December 2015	<u>128,164</u>	<u>154,831</u>	<u>282,995</u>

16. Reconciliation of movements in funds

	2015	2014
	€	€
Profit for the year	(264,199)	51,018
Opening shareholders' funds	<u>547,194</u>	<u>496,176</u>
	<u>282,995</u>	<u>547,194</u>

17. 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.

18. 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.

19. Key management personnel compensation

There was no compensation paid to key management personnel during the year ended 31 December 2015.

20. Ultimate controlling party

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

21. Transition to FRS 102

These are the first financial statements prepared by The Irish Manuscripts Commission Limited that comply with FRS 102. The company transitioned to FRS 102 on 1 January 2014

Reconciliation of equity

No transitional adjustments were required.

Reconciliation of profit and loss for the year

No transitional adjustments were required.

22. Approval of financial statements

The financial statements were approved by the Board on 5 February 2016 and signed on its behalf by:

James Ivan McGuire

Director

Máire Mac Conghail

Director

ANNUAL ENERGY EFFICIENCY REPORT 2015

Overview of Energy Usage in 2015

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 2015, the Irish Manuscripts Commission consumed 40 MWh of energy, consisting of:

- 17 MWh of electricity (20% of whole building usage which is 83 MWh)
- 23 MWh of fossil fuels (as natural gas) (20% of whole building usage which is 117 MWh)
- 10 MWh of the 17 MWh electricity used is from renewable sources.¹

Water charges are also calculated on a 20:80 ratio. During 2015, 186 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 2014 to December 2014; electricity supplied by Airticity from renewable fuels is 60.6% of fuel sources (in Airtricity billing information, 18/12/15).