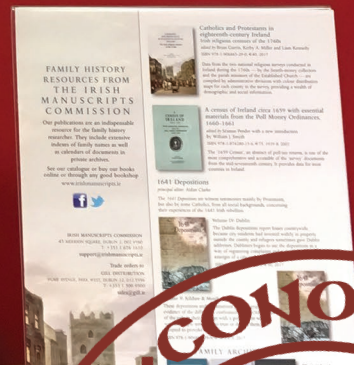
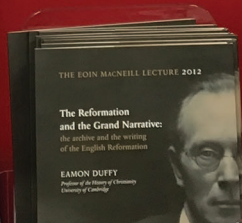
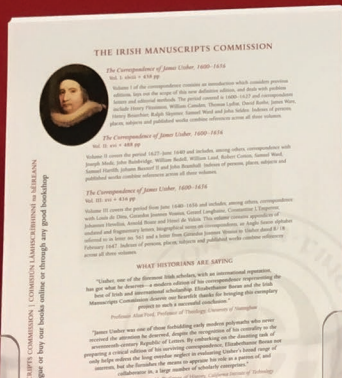


Irish Manuscripts Commission



ANNUAL REPORT 2016



*Queen Elizabeth
good ship, a Lord of heavenly
from Winds, from waves & dangerous coasts
celestical 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 splendid sea
here heroes quest for glory through
here ancient hunters roam
and near the quay direct our way
Do thou direct our way
through raging winds
where danger lies
Let smiling winds
stand by our side
that we may safely
pass the storm
of life in
trance*



IRISH MANUSCRIPTS COMMISSION

45 Merrion Square

Dublin 2

Ireland

www.irishmanuscripts.ie

CONTENTS

CHAIRMAN'S REPORT 2016	4	AUDITED ACCOUNTS	21
Introduction	5	Income and Expenditure Account	22
Board, committees and subcommittees	6	Balance Sheet	23
<i>Editorial and Publications Committee</i>	6	Statement of Changes in Funds	24
<i>Preservation and Access Awareness Committee</i>	7	Cash Flow Statement	25
Staff	7		
Services	7	NOTES TO THE FINANCIAL STATEMENTS	26
<i>IMC 'Digital Editions'</i>	8	1. General information	26
Books of Survey and Distribution project	8	<i>Statement of compliance</i>	26
Publications	9	2. Accounting policies	26
<i>Reform treatises on Tudor Ireland, 1537–1599</i>	9	2.1. <i>Basis of preparation</i>	26
<i>The acts of James II's Irish parliament of 1689</i>	9	2.2. <i>Income</i>	26
<i>Analecta Hibernica, no. 47</i>	9	2.3. <i>Financial instruments</i>	26
<i>Eoin MacNeill: memoir of a revolutionary scholar</i>	9	2.4. <i>Company name</i>	26
Planning for 2017	10	2.5. <i>Tangible fixed assets and depreciation</i>	26
Launches in 2016	10	2.6. <i>Stock</i>	26
Finance	11	2.7. <i>Pensions</i>	27
Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs	11	2.8. <i>Rental services</i>	27
Conclusion	11	2.9. <i>Taxation</i>	27
		2.10. <i>Government grants</i>	27
COMPANY INFORMATION	12	3. Judgements and key sources of estimation uncertainty	27
		<i>Going concern</i>	27
DIRECTORS' REPORT	14	<i>Stock valuation</i>	27
Principal activity, business review and future development	15	<i>Rental service donations</i>	27
Principal activities	15	4. Income	27
Business review	15	5. Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs grant	27
Future development	15	6. Net income/(expenditure) for the year	28
Results	15	7. Employees	28
Research and development	15	8. Tangible assets	28
State of affairs	15	9. Pension costs	29
Directors, Secretary and their interests	16	10. Stocks	29
Political contributions	16	11. Debtors: amounts falling due within one year	29
Directors' responsibilities	16	12. Cash at bank and in hand	29
Accounting records	17	13. Creditors: amounts falling due within one year	30
Principal risks and uncertainties	17	14. Deferred income	30
Statement on relevant audit information	17	15. Financial instruments	30
Auditors	17	16. Reserves	30
		17. Reconciliation of movements in funds	31
INDEPENDENT AUDITORS' REPORT	18	18. Capital contribution	31
Respective responsibilities of Directors and Auditors	19	19. Related party transactions	31
Scope of the audit of the financial statements	19	20. Key management personnel compensation	31
Opinion on financial statements	19	21. Ultimate controlling party	31
Matters on which we are required to report by the Companies Act 2014	20	22. Approval of financial statements	31
Matters on which we are required to report by exception	20	ANNUAL ENERGY EFFICIENCY REPORT 2016	32
		Overview of energy usage in 2016	32
		Energy performance	32

**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.

IMC is represented on the steering group of the **Irish Archives Resource** (IAR — 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.

The Commission's participation since 2008 in **Culture Night** has provided IMC members with a very welcome opportunity to meet the public and explain what IMC does and what it contributes to cultural life in Ireland. On Friday 16 September 2016 visitors to 45 Merrion Square were provided with the opportunity to hear a series of short illustrated talks on the work of the Commission, to view an exhibition of publications, and to consult with IMC members including Louis Cullen, Máire Mac Conghail, Mary O'Dowd and Dáibhí Ó Cróinín and myself, who were on hand to answer questions about IMC editions of primary sources and to advise on diverse aspects of record preservation and retention.

The short lectures on the work of the Commission were given by Professor Mary O'Dowd (School of History, Anthropology, Philosophy and Politics, QUB) and these were interspersed with lectures by Dr Brian Hughes (Maynooth University) based on his newly published IMC edition of a memoir written by Eoin MacNeill, founder and president of the Irish Volunteers, minister for education in the first Free State government, and from 1928 to his death in 1945 chairman of the newly founded Irish Manuscripts Commission.

All of us present at Culture Night regarded it as a pleasure and honour to outline IMC's mission and work to the many visitors who were notably engaged with our display. Once again the medieval publications section proved very popular 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 Maine. 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. Once again 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 or wondering what to do with them. It also provided an opportunity to raise awareness of IMC Digital Editions — which are described further in the Services section below (*Digital Editions*, p. 8).



Board, committees and subcommittees

Membership of IMC is drawn from the academic community and cultural institutions throughout Ireland. At the beginning of 2016 there were 20 member Directors of the Irish Manuscripts Commission and three honorary members. In April 2016 Ms Maggie Smith, Director of the Public Record Office of Northern Ireland (PRONI), resigned from her ex officio membership of the Commission on her promotion within the Northern Ireland public service. I would like to thank warmly Maggie Smith for her commitment to the work of the Commission throughout the period of her appointment, remembering especially her contribution to hosting the Commission's visit to PRONI in September 2014. In November Dr Michael Willis, Director of PRONI, was appointed an ex officio member and it was a great pleasure to welcome him to his first Commission meeting in November.

On 31 December 2016, 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, Ulster University; James Kelly, Dublin City University; 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 Michael Willis, Public Record Office of Northern Ireland.

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

The Commission held five ordinary meetings in 2016 and the Annual General Meeting on 22 February.

Under the National Archives Act, 1986, not less than two members of IMC sit on the National Archives Advisory Council (NAAC). In January 2016 the IMC members of the NAAC were Máire Mac Conghail, Jane Ohlmeyer and Deirdre McMahon; their term of office expired in February 2016.

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 2016 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 three times in 2016 to approve proposals and monitor the progress of current publishing projects, of which there were 38 on 31 December 2016.

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.

During 2016 the PAAC met twice and undertook two awareness initiatives in relation to preservation of and access to important records. In relation to the preservation of school registers and roll books, the PAAC organised a mailshot to all primary school principals alerting them to their responsibility in relation to the preservation of these records and also suggesting how they might go about preserving the registers in the longer term. The second initiative was in relation to access to the historical records of the Land Commission. The Chair of the PAAC wrote to the Minister for Agriculture, Food and the Marine Mr Michael Creed, TD requesting improved access to these records, currently stored in Portlaoise.

I would like to thank members of the PAAC for their contribution in 2016 and in particular to thank the PAAC Chair for her commitment to raising awareness of preservation issues and the need for constant vigilance where records are at risk or access is denied. As of December 2016 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 O'Brien and Dr Melinda Lyons provide administrative assistance on a contract for service basis.

Services

As noted in previous reports, 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. IMC reviews its website design regularly to optimise and develop delivery of these services.

During 2016 IMC increased its activity on social media. IMC's following on Twitter continued to expand and its activity on Facebook has also grown during the year. I would hope that in the years ahead IMC 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.





IMC advertised in a wide range of print publications during 2016. Advertising continued in each issue of *History Ireland* and the revamped *Books Ireland*, as well as the Ulster Historical Foundation's *Family Directory* and its genealogy road trips to the USA; these are at the heart of the promotion of IMC publications to the communities of professional and amateur historians, librarians and genealogists respectively. Targetted adverts were also placed in: *Irish Arts Review*; *TLS (Times Literary Supplement)*; *LRB (London Review of Books)*; *Irish Roots* magazine; *Senior Times* magazine; and a dedicated flyer was distributed at the Irish Legal History Society conference in November entitled '*Law and the idea of liberty in Ireland: Magna Carta to the present*'. Advertising is of great importance in promoting IMC publications among established and new audiences in Ireland and overseas.

IMC 'Digital Editions'



IMC continued its programme of improvement of its Digital Editions service in 2016. A 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. This work was delayed in 2016 by the need to redevelop the architecture of the IMC website. It will resume in 2017 when the new IMC website is rolled out.

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 2016 work got under way on this important 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 multi-volume print edition of the transcribed text of the manuscript volumes.

Publications

In the course of 2016 three new editions of primary sources were published as well as a thematic issue of *Analecta Hibernica*.

Reform treatises on Tudor Ireland, 1537–1599

Edited by Dr David Heffernan, this book gathers together 70 treatises written on the ‘reform’ of Ireland by officials and interested parties. The appearance of these hitherto unpublished treatises will contribute significantly to the debate on government policy in sixteenth-century Ireland.

The acts of James II’s Irish parliament of 1689

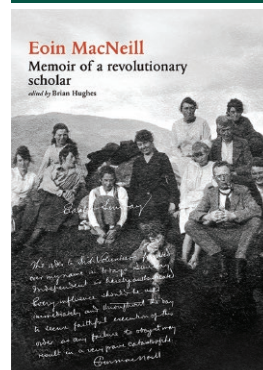
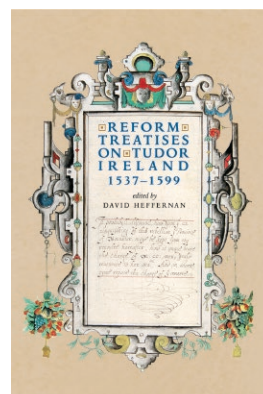
Edited by John Bergin and Andrew Lyall, this is the first modern scholarly edition of the acts of James II’s 1689 Irish parliament. While all 35 acts of this parliament were subsequently ordered to be cancelled and destroyed, the texts of 25 acts survive. These are published here. They deal with the land settlement, the war, taxation, the legal system and the constitutional relationship with England, religious liberty and tithes and trade and economic development.

Analecta Hibernica, no. 47

This is a special issue of the Commission’s serial publication and part of IMC’s contribution to the decade of centenaries. It published primary sources concerning the 1916 Rising: ‘J. J. O’Connell’s memoir of the Irish Volunteers, 1914–16, 1917’ (presented by Daithí Ó Corráin); “‘To tell you all about it’: a letter from Mrs Marion Kelleher to family members written in the immediate aftermath of the 1916 Rising in Dublin’ (presented by James McGuire); “‘A citizen’s diary’: Henry Hanna’s narrative of the 1916 Rebellion, with annotations by Denis Johnston’ (presented by W. J. McCormack); and “‘My experiences in the 1916 Rising’ by Father Columbus Murphy O.F.S.C., 29 July 1916’ (presented by Conor Mulvagh and John McCafferty). This issue also includes the Commission’s report to the Minister for Arts, Heritage and the Gaeltacht for 2015. I would like again to express our gratitude and appreciation to the editor of *Analecta Hibernica*, Professor James Kelly, who has over the past thirteen years brought the Commission’s serial publication onto a regular publishing schedule.

Eoin MacNeill: memoir of a revolutionary scholar

Eoin MacNeill’s memoir, written in the 1930s, covers his early childhood in Co. Antrim, his education in Dublin and his subsequent involvement in the language revival movement and in nationalist politics. It ends shortly after 1925 with his return to scholarship. Edited by Dr Brian Hughes this edition is part of IMC’s contribution to the decade of centenaries.



Planning for 2017

Towards the end of 2016 several editions were close to publication but not yet at the printers. The following editions will appear in the early part of 2017: *Calendar of State Papers Ireland, Tudor Period, 1509–1547*, edited by Steven G. Ellis and James Murray; *The poems of Olivia Elder (NLI, MS 23254)*, edited by Andrew Carpenter; *1641 Depositions*, volume IV, Dublin, principal editor Aidan Clarke; *Acts of the Corporation of Coleraine, 1623–1669*, edited by Bríd McGrath; and *Poema de Hibernia: a Jacobite Latin epic on the Williamite wars (Dublin City Library and Archive, Gilbert MS 141)*, edited by Pádraig Lenihan and Keith Sidwell.

Launches in 2016

There were three launches in 2016: March, October and December respectively. All three launch receptions were in the rooms of the Irish Architectural Archive (IAA) with which IMC shares no. 45 Merrion Square. We are very grateful to IAA for help and support on these occasions.



On 3 March Mr John Larkin QC, Attorney General for Northern Ireland, launched both *Early Stuart Irish warrants, 1623–1639*, edited by Dr Mark Empey, and *The acts of James II's Irish parliament of 1689*, edited by Dr John Bergin and Dr Andrew Lyall. Dr Empey's edition had been published in late 2015 and is noted in the Chairman's Report for 2015. It was fitting that it be celebrated on this occasion. The audience, which included members of the judiciary, heard Mr Larkin praise the scholarly work of all three editors in bringing these texts into print. Echoing the words of a former legal mentor he emphasised the importance of reading statutes when interpreting the law and described how these editions would enhance our understanding of the operation of the law in the seventeenth century. Dr Empey and Dr Bergin responded with gratitude to Mr Larkin's analysis of their editions and outlined the genesis of their respective work and the journey in bringing them to publication. Dr Lyall was unable to be present.



On 12 October Senator Michael McDowell SC launched two editions published as part of IMC's contribution to the decade of centenaries: *Eoin MacNeill: memoir of a revolutionary scholar*, edited by Dr Brian Hughes, and *Analecta Hibernica*, no. 47, edited by Professor James Kelly. Launching the MacNeill memoir Senator McDowell, who is MacNeill's grandson, congratulated him on the scholarly care he had taken in editing it. Eoin MacNeill had composed the memoir in stages in the early 1930s having been encouraged by his family to put on record an account of his life and in particular those public events in which he had taken part. Senator McDowell noted the interesting details which repaid carefully reading. He then went on to launch *Analecta Hibernica*, no. 47, edited by Professor James Kelly, whom he commended for the care with which he had assembled and edited the documents published in this issue. Dr Hughes in his speech thanked his IMC mentor Dr Deirdre McMahon and noted that this IMC edition was faithful to MacNeill's memoir as written — dictated from memory, without recourse to notes or papers.

On 15 December 2016 Professor Thomas Bartlett launched Dr David Heffernan's *Reform treatises on Tudor Ireland, 1537–1599* edition, which had just been published, and spoke in celebration of Dr David Edwards's *Campaign journals of the Elizabethan Irish wars*, which has been generally available since early 2015 but was not formally launched at the time of publication. Professor Bartlett spoken warmly of both editions. Dr Edwards's *Campaign journals* is already an established best seller for IMC.

Finance

As in previous years, I would like to acknowledge the funding that IMC received in 2016 from the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs (Department of Arts, Heritage and the Gaeltacht to May 2016). Without the grant provided by the Department, IMC could not carry out its remit. This annual funding crucially underpins IMC's publication programme.

Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs

I would also like to pay tribute here to the members of the Cultural Institutions Unit who have liaised with IMC on behalf of the Department in 2016, in particular Ms Mary Nash, Mr John Kennedy, 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 2016, 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 2017



**Company
Information**



Directors

James Ivan McGuire (Chairperson)
Nicholas Patrick Canny
Sandra Collins
David Dickson
David Edwards
Chris Flynn
Greta Jones
James Kelly
Michael Kennedy
Máire Mac Conghail
John McCafferty
John McDonough
Deirdre McMahon
Donal Moore
Thomas O'Connor
Dáibhí Ó Cróinín
Ruán O'Donnell
Mary O'Dowd
Jane Ohlmeyer
Maggie Smith (retired April 2016)
Michael Willis (appointed November 2016)

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 2016.

**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 deficit for the year after providing for depreciation amounted to €46,785 (2015 – deficit €264,199).

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, Secretary and their interests

The Directors and Secretary who served during the year were:

Directors

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

Company Secretary

Cathy Hayes

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, Regional, Rural and Gaeltacht Affairs and the 2008–11 proposal to amalgamate IMC 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 if the proposed amalgamation of IMC into a larger structure will be revived and should it be revived how it would affect its operation, though it is believed that IMC's role as an independent body overseeing the publication of primary manuscript sources would be preserved in the new arrangements.

Statement on relevant audit information

Each of the persons who are Directors at the time when this Directors' Report is approved has confirmed that:

- so far as the Director is aware, there is no relevant audit information of which the Company's Auditors are unaware, and
- the Director has taken all the steps that ought to have been taken as a director in order to be aware of any relevant audit information and to establish that the Company's Auditors are aware of that information.

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

24 February 2017

Michael Kennedy

Director

24 February 2017

**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 for the year ended 31 December 2016, which comprise the Income and Expenditure Account, Balance Sheet, the Statement of Changes in Funds, the Statement of Cash Flows and the related notes and accounting policies. The relevant financial reporting framework that has been applied in their preparation is the Companies Act 2014 and the Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Ireland' issued by Financial Reporting Council.

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 16 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, of the assets, liabilities and financial position of the company as at 31 December 2016 and of its deficit 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
Dublin 4**

Date: 1 March 2017

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

**Audited
Accounts**



INCOME AND EXPENDITURE ACCOUNT
Income and Expenditure Account for the year ended 31 December 2016

		2016	2016	Continuing operations
	Notes	€	€	2015
				€
Income – Book sales	4		17,205	21,442
Royalties			2,173	2,218
Project Cost of sales			<u>(56,123)</u>	<u>(43,441)</u>
Operating (deficit)			<u>(36,745)</u>	<u>(19,781)</u>
Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs (D/AHRRGA)	5			
- Annual Grant			181,680	177,500
- Commentarius			11,709	5,413
Sundry income			1,003	1,132
Non monetary rental services donated		33,453		
Non monetary rental charge		<u>(33,453)</u>	—	—
Prerogative Wills Grant			—	286
Administration expenses			(73,824)	(71,152)
Editorial & publishing expenses			(72,690)	(81,142)
Office expenses			(34,822)	(33,025)
Special Projects Funding			<u>(23,147)</u>	<u>(243,500)</u>
(Deficit) for the year	6		<u>(46,836)</u>	<u>(264,269)</u>
Interest receivable and similar income			<u>51</u>	<u>70</u>
Retained Income/(Expenditure) for the year	16		<u>(46,785)</u>	<u>(264,199)</u>

There are no recognised gains or losses other than the Net Income/(Expenditure) for the above two financial years.

BALANCE SHEET
Balance Sheet as at 31 December 2016

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

	Notes		2016 €	2015 €
Fixed Assets				
Tangible assets	8		12,426	12,325
Current Assets				
Stocks	10	25,994	30,942	
Debtors	11	13,955	8,471	
Cash at bank and in hand	12	<u>205,553</u>	<u>277,233</u>	
		<u>245,502</u>	<u>316,646</u>	
Creditors: amounts falling				
due within one year	13	(9,142)	(21,691)	
Deferred income	14	<u>(12,576)</u>	<u>(24,285)</u>	
		<u>(21,718)</u>	<u>(45,976)</u>	
Net Current Assets			<u>223,784</u>	<u>270,670</u>
Total Assets Less Current Liabilities			<u>236,210</u>	<u>282,995</u>
Capital and Reserves				
Capital Contribution	16, 18		154,831	154,831
Income and Expenditure Account	16		<u>81,379</u>	<u>128,164</u>
Funds	17		<u>236,210</u>	<u>282,995</u>

The financial statements were approved by the Board on 24 February 2017 and signed on its behalf by:

James Ivan McGuire
 Director

Michael Kennedy
 Director

STATEMENT OF CHANGES IN FUNDS

Statement of changes in funds for the financial year

	Income and Expenditure account	Capital Contribution	Total Equity
	€	€	€
At 1 January 2016	128,164	154,831	282,995
Loss retained for the year	<u>(46,785)</u>	<u>—</u>	<u>(46,785)</u>
At 31 December 2016	<u>81,379</u>	<u>154,831</u>	<u>236,210</u>

In respect of prior year:

	Income and Expenditure account	Capital Contribution	Total Equity
	€	€	€
At 1 January 2015	392,363	154,831	547,194
Loss 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>

CASH FLOW STATEMENT

Cash Flow Statement for the year ended 31 December 2016

	2016	2015
	€	€
Reconciliation of operating surplus to net cash flow from operating activities		
Deficit for year	(46,836)	(264,269)
Depreciation	3,127	1,074
(Decrease)/increase in stocks	4,948	(24,349)
(Increase)/decrease in debtors	(5,484)	1,740
(Decrease)/increase in creditors	(12,549)	7,899
Deferred income	<u>(11,789)</u>	<u>(5,699)</u>
Net cash (outflow)/inflow from operating activities	<u>(68,503)</u>	<u>(283,604)</u>
Statement of Cash Flows		
Net cash (outflow) from operating activities	<u>(68,503)</u>	<u>(283,604)</u>
Cash flow from investing activities		
Interest received	51	70
Capital expenditure	<u>(3,228)</u>	<u>—</u>
Net cash (outflow)/inflow from investing activities	<u>(3,177)</u>	<u>70</u>
Net cash flow from financing activities	<u>—</u>	<u>—</u>
Net (decrease)/increase in cash and cash equivalents in the year	<u>(71,680)</u>	<u>(283,534)</u>
Reconciliation of net cash flow to movement in net debt		
(Decrease) in cash and cash equivalents in the year	(71,680)	(283,534)
Cash and cash equivalents at 1 January 2015	12	<u>560,767</u>
Cash and cash equivalents at 31 December 2015	12	<u>277,233</u>

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2016

1. General information

These financial statements comprising the Income and Expenditure Account, the Balance Sheet, the Statement of Changes in Funds, the Statement of Cash Flows and the related notes constitute the individual financial statements of The Irish Manuscripts Commission for the financial year ended 31 December 2016.

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).

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. Financial instruments

A financial asset or a financial liability is recognised only when the company becomes a party to the contractual provisions of the instrument.

The company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable.

Debt instruments like accounts receivable and payable are initially measured at present value of the future payments and subsequently at amortised cost using effective interest method. Debt instruments that are payable or receivable within one year, typically trade payables and receivables, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration expected to be paid or received.

Cash consists of cash on hand and demand deposits. Cash equivalents consist of short term highly liquid investments that are readily convertible to known amounts of cash that are subject to an insignificant risk of change in value.

2.4. Company name

The company received approval under Section 1180(1) of the Companies Act 2014 to omit the word 'Company Limited by Guarantee' from its name.

2.5. 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.

2.6. 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.

2.7. 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 cost of contributing to a personal pension savings scheme is on the basis of a constant percentage of earnings and is charged to the income and expenditure account over the service life of the employee.

2.8. Rental services

The Irish Manuscripts Commission has use of the building at 45 Merrion Square. However no rent is charged to the company by the owner of the building. As this is a donated service supplied to the company the Directors deem it necessary to recognise the donated service in the Income and Expenditure Account. They have also included a corresponding rental charge in the Income and Expenditure Account.

The rent is charged at the market value of the rental market in Dublin 2 for a property of similar size.

2.9. Taxation

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

2.10. Government grants

Grants are recognised using the accruals model when there is reasonable assurance that the grant will be received and all attaching conditions will be complied with. 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.

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.

Rental service donations

The donation of the use of the building is valued at the market value of rental of a similar property in the same area.

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, Regional, Rural and Gaeltacht Affairs grant

	2016	2015
	€	€
Annual Grant	181,680	177,500
Commentarius	11,709	5,413
	<u>193,389</u>	<u>182,913</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. Net income/(expenditure) for the year

	2016	2015
	€	€
The net Income/(Expenditure) for the year is stated after charging:		
Depreciation of tangible assets	3,127	1,074

7. Employees

Number of employees

The average monthly numbers of employees during the year were:

	2016	2015
	Number	Number
Number of employees	1	1

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

	2016	2015
	€	€
Salaries (including administrative assistance)	85,956	79,182
Pension	5,995	5,995
Social welfare costs (including administrative assistance)	8,732	8,079
	<u>100,683</u>	<u>93,256</u>

8. Tangible assets

	Fixtures & fittings	Total
Cost	€	€
At 1 January 2016	44,918	44,918
Additions	3,228	3,228
At 31 December 2016	<u>48,146</u>	<u>48,146</u>

Depreciation

At 1 January 2016	32,593	32,593
Charge for the year	3,127	3,127
At 31 December 2016	<u>35,720</u>	<u>35,720</u>

Net book values

At 31 December 2016	<u>12,426</u>	<u>12,426</u>
At 31 December 2015	<u>12,325</u>	<u>12,325</u>

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

Depreciation	2016	2015
	€	€
At 1 January 2015	31,519	31,519
Charge for the year	<u>1,074</u>	<u>1,074</u>
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>

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 (2015 – €5,995).

10. Stocks

	2016	2015
	€	€
Finished goods – Books	<u>25,994</u>	<u>30,942</u>

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

11. Debtors: amounts falling due within one year

	2016	2015
	€	€
Prepayments and accrued Income	<u>13,955</u>	<u>8,471</u>

12. Cash at bank and in hand

	2016	2015
	€	€
Current Account	95,567	110,132
Deposit Account	—	45,875
Deposit Account Special Projects	98,045	121,189
Deposit Account Non Grant Income	11,888	—
Petty cash	<u>53</u>	<u>37</u>
	<u>205,553</u>	<u>277,233</u>

13. Creditors: amounts falling due within one year

	2016	2015
	€	€
Other taxes and social security costs – PAYE/PRSI	(4)	8,021
Accruals	9,146	13,670
	<u>9,142</u>	<u>21,691</u>

14. Deferred income

	2016	2015
	€	€
Government grants		
At 1 January 2016	24,285	29,984
Released in year	<u>(11,709)</u>	<u>(5,699)</u>
At 31 December 2016	<u>12,576</u>	<u>24,285</u>

The deferred Government Grants relate to monies received in relation to the Commentarius project. This project was not completed by the year end.

15. Financial instruments

	2016	2015
	€	€
Financial Assets		
Financial assets that are debt instruments measured at amortised cost	13,955	8,471
	<u>13,955</u>	<u>8,471</u>
Financial Liabilities		
Financial liabilities measured at amortised cost	<u>(21,722)</u>	<u>(37,955)</u>
	<u>(21,722)</u>	<u>(37,955)</u>

Financial assets measured at amortised cost comprise prepayments.

Financial liabilities measured at amortised cost comprise accruals and deferred income.

16. Reserves

	Income and Expenditure account	Capital Contribution	Total
	€	€	€
At 1 January 2016	128,164	154,831	282,995
Net Income/(Expenditure) for the year	<u>(46,785)</u>	—	<u>(46,785)</u>
At 31 December 2016	<u>81,379</u>	<u>154,831</u>	<u>236,210</u>

17. Reconciliation of movements in funds

	2016	2015
	€	€
Net Income/(Expenditure) for the year	(46,785)	(264,199)
Opening members' funds	<u>282,995</u>	<u>547,194</u>
	<u>236,210</u>	<u>282,995</u>

18. 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.

19. Related party transactions

Directors are reimbursed for any travel and subsistence 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. Under FRS 102 a market value of €33,453, less an expense of €33,453 has been recognised in the 2015 and 2016 financial statements as a non exchange donated service.

20. Key management personnel compensation

There was no compensation paid to key management personnel during the year ended 31 December 2016.

21. Ultimate controlling party

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

22. Approval of financial statements

The financial statements were approved by the Board on 24 February 2017 and signed on its behalf by:

James Ivan McGuire
Director

Michael Kennedy
Director

ANNUAL ENERGY EFFICIENCY REPORT 2016

Overview of energy usage in 2016

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 SSE Airtricity) and water services (Irish Water).

In 2016, the Irish Manuscripts Commission consumed 43.6 MWh of energy, consisting of:

- 18.2 MWh of electricity (20% of whole building usage which is 91.0 MWh)
- 25.4 MWh of fossil fuels (as natural gas) (20% of whole building usage which is 127.0 MWh)
- 18.2 MWh (100%) of electricity used is from renewable sources.¹

Water charges are also calculated on a 20:80 ratio. During 2016, 643 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 SSE Airtricity Fuel Mix Disclosure: January 2015 to December 2015; 100% of electricity supplied by SSE Airtricity is from renewable sources (in SSE Airtricity billing information, 18/11/16).