

*...quar tenore intellexi dñm deputat' n'p p'spere venire ar regni hui' gub
...ant'u suscipere. Janc magnope gratulor suam duratōem hui' mod' p'bi
...iam acceptare et p'or dñi maximu' optinu' ut p'spere et feliciter sibi suc
...dat in o'ib' n' m' q' possim exp'mere q' quod eiq' p'decessor m'gr Nicholau'
...naldus se in gubernamie regni bene gerebat. Quant
...nt ad a' dñi p' q'm adqueret' que dñi p'p'...*



IRISH MANUSCRIPTS COMMISSION



*...p'or et me a tempo p'or conferte int' me et regim thome
...n'ssah milit' dñi regimena d'nt' et n' p'nt'm ad dñm suscipiat p'
...b'fernatōe ar approbarōe dñte p'or et n' p'nt'm ad dñm suscipiat p'
...at regine suo dñarōi g'missit q'm ad o'ia negoria que missi p'derant
...ardmarham ad suam celeritudinem Et optinem ut t'nt m'gr n'ssah
...lent esset q'm ip'e o'ia p't exp'me que ad formam p'or attinet et sic
...optime et p'spere valeant v'ie dñarōes Ex Reg'...*

ANNUAL REPORT 2010

of Queen Elizabeth
a good ship, a Lord of
from Winds, from Waves
celestial Angels
the roaring of the
its furious blasts the
the fierce Vernal Winds
putting
of you
to secure

IRISH MANUSCRIPTS COMMISSION

45 Merrion Square

Dublin 2

Ireland

www.irishmanuscripts.ie

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of Queen Elizabeth
a good ship, a Lord of the
from Winds, from Waves
celestial Angels spread
us with their strength
The roaring of the air
its furious blasts the
the fierce vernal winds
putting dangers of you
to leave Jerusalem's

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.

During the course of 2010 further strategic objectives contained in IMC's Strategic Development Plan 2008–2011 were met. These included the publication of a full colour 2010–2011 catalogue of publications; a substantial increase in the number of publishing proposals before the Commission; the redesign of the IMC website (<http://www.irishmanuscripts.ie>) and the services delivered through the website; the conclusion of a scoping project to estimate resources required to digitise IMC publications (the test was carried out on a volume selected from the Books of survey and distribution series), and the publication in digital format on the website of two earlier IMC publications: A topographical index of the parishes and townlands of Ireland, edited by Y. M. Goblet (1932), and The Tanner letters, edited by Charles McNeill (1943) (see below under IMC digital editions).

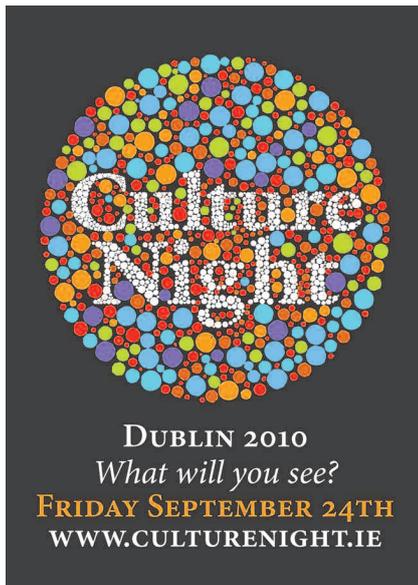
Draft heads of bill for the proposed amalgamation of the Irish Manuscripts Commission and the National Archives of Ireland with the National Library of Ireland were made available for comment at the beginning of 2010. In responding on behalf of the Commission, I was keen to emphasise the Commission's determination to be of assistance to the Department of Tourism, Culture and Sport (the Department of Arts, Sport and Tourism to March 2010) as it seeks to determine the appropriate governance structures for the Commission, the National Archives of Ireland and the National Library of Ireland. I emphasised the Commission's commitment to maintaining its remit and identity as publisher and advisor, as well as its freedom to manage and conduct its own business subject to those normal reporting requirements demanded by good governance procedures.

At the request of the then Department of Arts, Sport and Tourism, in 2010 IMC put in place the structures and technical services required to become a national aggregator for the cultural institutions of content for Europeana, the European Union's cultural heritage portal (www.europeana.eu). The first content provided through this service went live in August 2010. This is described further in the *Services* section below (*National aggregator service – Europeana*).

In September 2010, the Library Council of Ireland/An Chomhairle Leabharlanna hosted a one day seminar on Irish material on Europeana, with which the council and its members are involved through their work on the EuropeanaLocal project. The meeting, held at Farmleigh on 14 September, offered an opportunity for public bodies from all over Ireland, including the Irish Manuscripts Commission, to showcase their digitised collections and to learn about the potential of Europeana to drive traffic to their websites and to improve discovery of their collections. The meeting was opened by the Minister for the Environment, Heritage and Local Government, John Gormley, T. D., to whom I presented a copy of *Reconstructing Ireland's past. A history of the Irish Manuscripts Commission*, which was written by IMC members Michael Kennedy and Deirdre McMahon.

For the third successive year, the Irish Manuscripts Commission participated in Culture Night. During the course of the evening of 24 September IMC members Professor Mary O'Dowd and Professor James Kelly gave short AV presentations about the work of the Commission since its foundation in 1928 and the importance of Irish manuscript sources preserved in archives and repositories in Ireland and overseas. A selection of IMC's c. 170 publications and 41 issues of its serial publication, *Analecta Hibernica*, were on display for visitors. Culture Night is designed to promote awareness of cultural institutions throughout Ireland and





(from left) the Rev. Ian Paisley, Lord Bannside, Mr Chris Flynn (Department of Tourism, Culture and Sport), Baroness Paisley of St George and Mary Hanafin, T.D., Minister for Tourism, Culture and Sport.

on this basis 2010 built on the previous year's success of No. 45 Merrion Square as an attractive venue: some 770 people (20 more than 2009) visited 45 Merrion Square between 5 p.m. and 11 p.m. to see the joint Culture Night offerings of the Irish Manuscripts Commission and the Irish Architectural Archive.

On their visit to Dublin in June 2010 the Reverend Ian Paisley, Lord Bannside, and Baroness Paisley of St George, were presented with a copy of the IMC publication *World War I and the Question of Ulster: the correspondence of Lilian and Wilfrid Spender* by the Minister for Tourism, Culture and Sport, Mary Hanafin, T. D. Wilfrid Spender was responsible for laying the foundations of the Northern Ireland civil service in the 1920s.

Board, committees and subcommittees

Membership of IMC is drawn from the academic community and cultural institutions throughout Ireland and is usually for a five-year term; the full complement of members/directors is 21. At the beginning of 2010 there were 16 members/directors of the Irish Manuscripts Commission. When Aongus Ó hAonghusa's term of office as Director of the National Library ended on 15 January 2010, his *ex officio* appointment as a member of IMC also came to an end, thereby leaving 15 members/directors. In March 2010 six new members were appointed for a three-year term or until such time as the proposed amalgamation of the IMC, NAI and NLI takes effect, whichever is the sooner: Fiona Ross, Director of the National Library; Aileen McClintock, Director and Deputy Keeper of the Records, Public Record Office of Northern Ireland; Mary O'Dowd, Queen's University of Belfast; Dáibhí Ó Crónín, NUI Galway; Donal Moore, Waterford City Archives; and Greta Jones, University of Ulster.

At the end of 2010, the board of the Commission consisted of the following 21 members: James McGuire (Chairman); Maurice Bric, University College Dublin; Nicholas Canny, Moore Institute, NUI Galway; David Craig, Director, National Archives of Ireland; David Dickson, Trinity College, Dublin; David Edwards, University College Cork; Chris Flynn, Department of Tourism, Culture and Sport; 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, University College Dublin; Aileen McClintock, Director and Deputy Keeper of the Records, Public Record Office of Northern Ireland; Deirdre McMahan, Mary Immaculate College, Limerick; Donal Moore, Waterford City Archives; Thomas O'Connor, NUI Maynooth; Dáibhí Ó Crónín, NUI Galway; Ruán O'Donnell, University of Limerick; Mary O'Dowd, Queen's University of Belfast; Jane Ohlmeyer, Trinity College, Dublin; and Fiona Ross, Director of the National Library.

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

In November 2007 the term of the board of the National Archives Advisory Council (NAAC) ended and while some new members were nominated early in 2008, a chairperson and new board had not been appointed by the end of 2010. Under the National Archives Act, 1986, not less than two members of IMC sit on the NAAC.

Editorial and Publications Committee

The function of this standing committee is to review publication proposals according to set criteria and to recommend further action as appropriate to the full

Commission. The Commission either declines a proposal or accepts it in principle. Members of the Editorial and Publications Committee in 2010 were James McGuire (chairman), Nicholas Canny, David Edwards, James Kelly, Michael Kennedy, Máire Mac Conghail, Dáibhí Ó Crónín, Mary O'Dowd and Jane Ohlmeyer.

Subcommittees

A subcommittee was established in 2010 to report on the issue of IMC book stock in storage.

Book stock review subcommittee

This subcommittee was formed in June 2010 and reported in September 2010. It carried out a detailed analysis of IMC stock in storage at a facility in Tullamore, Co. Offaly. Much of this stock resulted from legacy decisions regarding print runs. Over the past five years changes in printing policy have been put in place to prevent a recurrence of unjustified print runs. The subcommittee recommended to the Commission that a multi-stranded approach be taken including the promoting of selected books through the IMC website and by linking promotions with upcoming anniversaries — such as the centenary of the foundation of the Ulster Women's Unionist Council in 2011 with the IMC publication *The Minutes of the Ulster Women's Unionist Council and Executive Committee, 1911–40*.

Staff

The Commission has one permanent employee, Dr Cathy Hayes, Administrator, who was appointed in July 2006. Administrative assistance on a supply basis was supplied by Judith Francis.

Services

The new-look IMC website was launched at the end of June. As well as promoting IMC's publications in a more user-friendly way, the web site offers several significant new services.

The IMC book catalogue for 2010–2011, printed in early June 2010, can be downloaded directly from the web site. IMC has also begun the process of digitising its backlist and these digitised resources are available to read through the Digital Editions section of the website (see below for further details). IMC is always interested in feedback from both its website users and the purchasers of its publications. In 2010 a user survey was included on the IMC homepage to facilitate feedback on digitisation. IMC will review its website structure and services on a regular basis and intends to engage with social networking opportunities such as Facebook and Twitter to build bridges to new communities of users.

The 2010–2011 publications catalogue was distributed at several conferences and through the reading rooms of the National Library and the National Archives, raising awareness not only of IMC publications available for sale but of those planned for 2011–12. IMC continued to advertise in *History Ireland* as well as through the Ulster Historical Foundation's *Family Directory* and genealogy road trips to the USA. We estimate that up to half of the new contacts to IMC come as a result of advertising in these sources.





National aggregator service – Europeana

The IMC National Aggregator service was put in place in the spring. Technical assistance was provided by the Royal Irish Academy's Digital Humanities Observatory (DHO) to harmonise metadata provided by the cultural institutions with the formats required for ingestion by Europeana. I would like to take this opportunity to thank DHO staff, in particular Niall O'Leary and Bruno Voisin, for their input throughout 2010. I would also like to compliment the staff at the Europeana office and the clear and concise documentation which is available through the Europeana Project website and which greatly facilitated aggregator activity.

Formal letters to the directors of the national cultural institutions inviting them to participate in this pilot project were issued in April 2010. Those who were in a position to engage with the aggregator service initiated contact with the Irish Manuscripts Commission and began the process of providing content for Europeana. The institutions who approached IMC with content included: the National Archives of Ireland (c. 900,000 text objects from the online 1911 Census); Irish Traditional Music Archive (42 text, image and sound objects from their collections); Chester Beatty Library (188 images from their renowned Asian art collection). The Irish Manuscripts Commission provided metadata for its two digitised publications. A number of institutions were not in a position to engage at this stage with the IMC aggregator as they were either committed to other aggregators or were in the process of upgrading their websites (which precludes participation). Institutions that availed themselves of technical consultations with DHO staff about future engagement with Europeana included: the National Museum of Ireland, the National Library of Ireland, the National Gallery of Ireland and the Irish Museum of Modern Art.

The importance of what has been achieved so far can be gauged from the statistics of Irish participation in 2009 and 2010: in October 2009 cultural heritage content from Irish institutions on Europeana represented less than 0.1 per cent of all content; by the end of 2010 with the Rhine release of the Europeana site, this had risen to almost 6 per cent. I think the pilot project can be judged a success in two respects: raising awareness of this important European project among the Irish cultural institutions community, and raising the profile of valuable Irish cultural heritage in the multilingual search environment of Europeana.

I have already thanked both DHO and Europeana personnel for their contribution and helpfulness. In a very special way the thanks of IMC and all who have benefited from this initiative must go to Dr Cathy Hayes, IMC Administrator, who worked long hours to make possible IMC's role as national aggregator while at the same time administering the Commission and seeing its editions through to publication.

IMC 'Digital Editions'



IMC Digital
Editions

As mentioned previously, IMC is digitising its back list of publications. As titles are digitised, they will be made available to read through the 'Digital Editions' section of the IMC website. The two titles currently available through the site are Charles McNeil's 1943 edition of *The Tanner Letters* and Yann Goblet's 1932 edition of *A topographical index of the parishes and townlands of Ireland*.

While the IMC site displays these texts as html pages in page turning software (3d-issue), they are underpinned by CR files and searches are carried out on the full text. While IMC currently lacks the resources to develop web interfaces for searching marked up versions of these texts, it is open to the possibility of making

the OCR files available to researchers who might wish to process them in such a way.

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.

Publications

Three major calendars were published in 2010 and more detailed descriptions of their contents follow. Though work on several other editions was at an advanced stage by year's end, the following will appear in the first half of 2011: *Analecta Hibernica 42* (edited by James Kelly); *The Irish Defence Forces 1940–1949: the annual reports of the Chief of Staff* (edited by Michael Kennedy and Victor Laing); *The correspondence of James Ussher, 1600–1656* (edited by Elizabethanne Boran); *Pauper Limerick: The register of the Limerick House of Industry, 1774–1793* (edited by David Fleming and John Logan); and *Arrangements for the integration of Irish immigrants in England and Wales* (by A. E. C. W. Spencer, edited by Mary Daly).

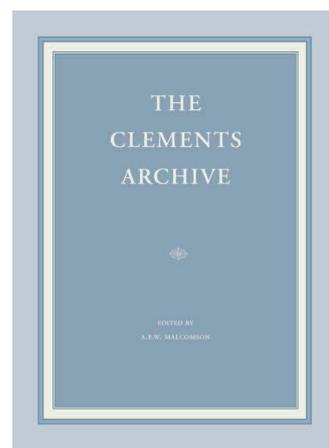
The Clements archive

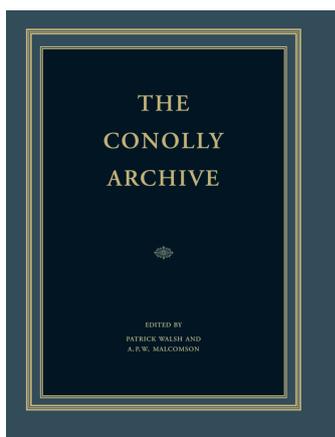
This 868-page calendar, edited by Anthony Malcomson, brings together in one volume calendars of the eight separate components of the archive of the Clements family, earls of Leitrim (from 1795), which are mostly of different provenances and are now mostly in different locations. The bulk of the material falls within the period 1750–1850. The locations principally documented are counties Cavan, Donegal, Galway and Leitrim, and Dublin City.

The archive is rich in estate material and illuminates the careers of the three best-known members of the Clements family: Nathaniel Clements (1705–77) of Ashfield, Co. Cavan, Henrietta Street, Dublin, and The Ranger's Lodge, Phoenix Park, a Treasury official, master of intrigue, amateur architect and failed banker; his great-grandson, Robert Bermingham, Lord Clements (1805–39) of Lough Rynn, Mohill, Co. Leitrim, MP for Co. Leitrim within the period 1826–39, the bright but short-lived hope of the Irish Whigs; and R. B. Lord Clements' younger brother, William Sydney Clements, 3rd Earl of Leitrim (1806–78) of Lough Rynn, of Manor Vaughan, Carrigart, Co. Donegal, and of Killadoon, Celbridge, Co. Kildare, the 'Wicked Earl' and sexually predatorial landlord of legend, who was murdered on his Co. Donegal estate in 1878.

Even better-documented, is the personal and public life of their less well-known father, Nathaniel Clements, 2nd Earl of Leitrim (1768–1854), a high-principled and thoughtful Irish Whig and a conscientious family man, whose personal, political and financial troubles were a constant source of anxiety to himself. His correspondence of the period *c.* 1800–*c.* 1850 is full of information about the upbringing, education, marriages, careers, illnesses and other misfortunes of his large family of five sons and three daughters, and about the disruption of domestic harmony caused by the mental instability of his beautiful wife, Mary, daughter and co-heiress of William Bermingham of Rosshill, Clonbur, Co. Galway.

Other highlights of the archive are the minutely detailed business ledgers of Nathaniel Clements and his second son, Henry Theophilus, 1728–85, the fast-and-furious correspondence about Co. Leitrim elections and local government, *c.* 1780–1852, the furniture and picture inventories of the principal family seat, Killadoon, Co. Kildare, 1807–1856, and the cryptic but evocative diaries of the 3rd Earl of Leitrim, 1857–72.

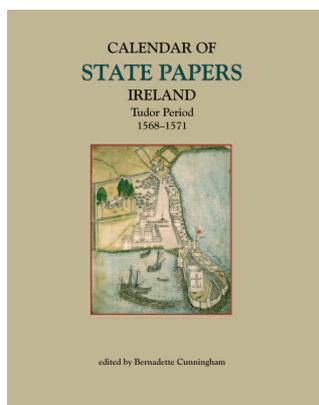




The Conolly archive

This calendar, edited by Patrick Walsh and Anthony Malcomson, is all the more impressive when one considers that the papers of the Conolly archive are now dispersed among a number of mainly institutional locations in Ireland, and comprise c. 15,000 letters and papers ranging in date from 1570 to 1953. It derives from the Conolly family of Castletown, Co. Kildare, and mainly relates to William Conolly (1662–1729), Speaker of the Irish House of Commons (1715–29), generally considered to be the richest man in Ireland, to his nephew William Conolly jnr (1706–54) and to his great-nephew, Thomas Conolly (1738–1803).

The Conolly papers are deposited in the National Library of Ireland, Trinity College Dublin, the Public Record Office of Northern Ireland, the National Archives of Ireland and the Irish Architectural Archive; some are also in private hands. This calendar provides summaries of the papers in all of these archives while those in the NLI and are here made available for the first time.



Calendar of State Papers, Ireland, Tudor period, 1568–1571

This edition is a continuation of Dr Bernadette Cunningham's 2009 calendar entitled *Calendar of State Papers, Ireland, Tudor period, 1566–1567*. The documents calendared here are held in the National Archives in London (formerly PRO) and they relate to policy towards Ireland and the governance of Ireland in the late Tudor period. Sir Henry Sidney was lord deputy of Ireland from 20 January 1566 until March 1571 and the papers summarised here do not merely document the workings of central government, but also reveal much incidental detail on life and politics in the provinces. While English perspectives on Ireland predominate, there is plenty of source material for historians wishing to concentrate on themes relating to 'natives' rather than 'newcomers'.



Launches

On 15 November 2010, Mary Hanafin, T. D., Minister for Tourism, Culture and Sport, jointly launched *The Clements archive* edited by Anthony Malcomson and *The Conolly archive* edited by Patrick Walsh and Anthony Malcomson at a very well attended event in No. 45 Merrion Square. A gathering of over 100 people enjoyed Dr Malcomson's remarks on the labours involved in bringing together material now dispersed among many different archives and repositories.

Finance

As in previous years, I would like to acknowledge the funding that IMC received in 2010 from the Department of Tourism, Culture and Sport (formerly the Department of Arts, Sport and Tourism). Without the grant-in-aid provided by the Department, IMC could not carry out its remit. This annual funding also crucially underpins IMC's publication programme for the year immediately following.

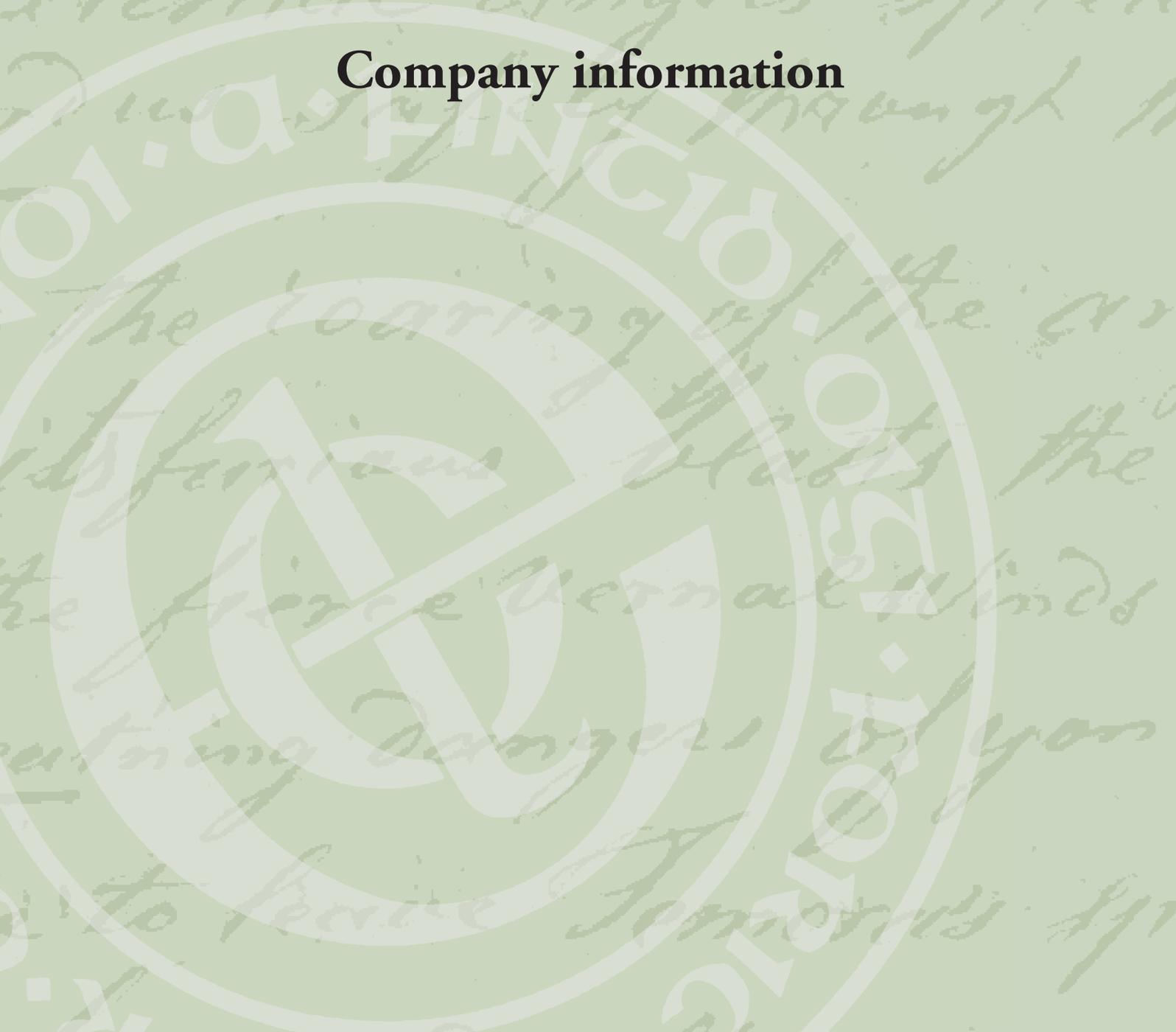
I would also like to pay tribute here to the members of the Cultural Institutions Unit at DTCS who have liaised with IMC on behalf of the department throughout 2010, in particular Chris Flynn and Peadar Caffrey. We look forward to continuing to work with the Department in order to consolidate IMC's functions as a publisher of primary sources for Irish histories and cultures as well as developing its position as an important link between the cultural heritage community and the wider community of humanities researchers.

The Chairman wishes to record his particular appreciation of the work and commitment since her appointment in 2006 and not least in 2010 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. Only the chairperson receives an honorarium.

James McGuire
Chairman
March 2011

Company information



Directors

James Ivan McGuire (Chairperson)
Maurice Bric
Nicholas Patrick Canny
David Craig
David Dickson
David Edwards
Chris Flynn
Dáibhí Ó Crónín (appointed 25/03/2010)
Greta Jones (appointed 25/03/2010)
James Kelly
Michael Kennedy
Máire Mac Conghail
John McCafferty
Aileen McClintock (appointed 25/03/2010)
Deirdre McMahon
Donal Moore (appointed 25/03/2010)
Thomas O'Connor
Ruan O'Donnell
Mary O'Dowd (appointed 25/03/2010)
Jane Ohlmeyer
Fiona Ross (Appointed 25/03/2010)

Secretary

Cathy Hayes

Company Registration No.

414351

Registered Charity No.

CHY 17206

Registered Office and Business Address

45 Merrion Square, Dublin 2, Ireland

Auditors

Duignan Carthy O'Neill
84 Northumberland Road, Ballsbridge, 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 2010.

The Irish Manuscripts Commission
Limited
Directors' Report
for the year ended
31 December 2010

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 2008 the Irish Manuscripts Commission published its Strategic Development Plan for the period 2008–2011. The plan outlined a vision for IMC to promote awareness of and access to primary source materials for the histories, cultures and heritage of Ireland. It identified 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

The Irish Manuscripts Commission 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 as these 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 beyond, free of charge.

Results

The surplus for the year after providing for depreciation amounted to €74,181. (2009 – €47,497). The directors propose to retain this surplus to fund future projects in the coming years.

State of Affairs

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

Directors and their interests

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

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

Political contributions

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

Directors' responsibilities

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

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Acts 1963 to 2009. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Books of Account

The measures taken by the directors to ensure compliance with the requirements of Section 202, Companies Act, 2001, regarding proper books of account are the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise and the provision of adequate resources to the financial function. The books of account are maintained at 45 Merrion Square, Dublin 2.

Principal risks and uncertainties

The principal risks and uncertainties affecting the Irish Manuscripts Commission are continued funding from the Department of Tourism, Culture and Sport (Department of Arts, Sport and Tourism to March 2010) and the proposed amalgamation of the National Archives and the Irish Manuscripts Commission into the National Library. IMC has to date received an annual budget which has enabled it to fulfil its primary remit of publication, but the current economic outlook is a reminder that adequate funding is always at risk. At this point in time it is not certain how the proposed amalgamation of IMC into a larger structure

will affect its operation, though it is believed that IMC's role as an independent body overseeing the publication of primary manuscript sources will be preserved in the new arrangements.

Auditors

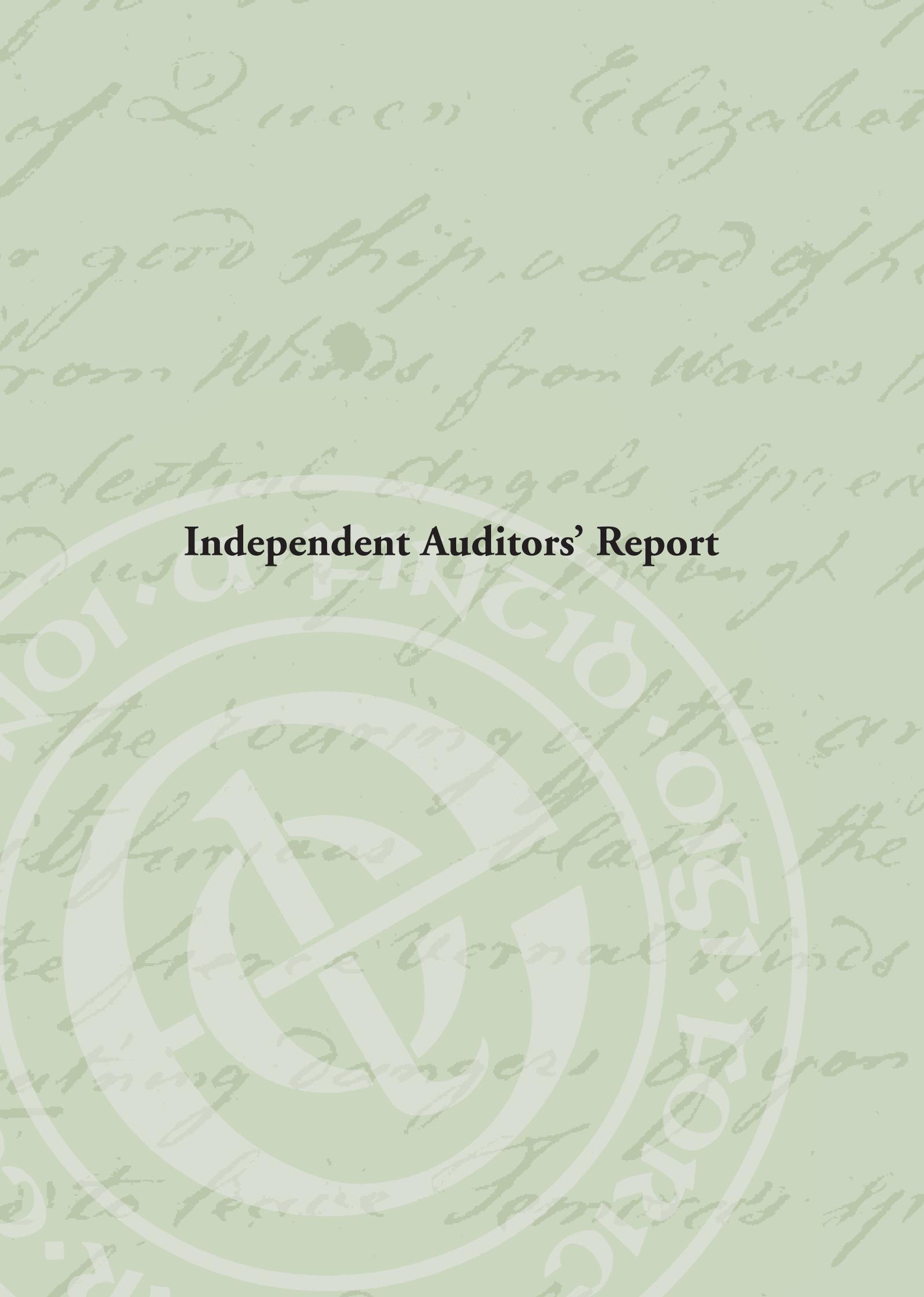
The auditors, Duignan Carthy O'Neill, Chartered Accountants, have indicated their willingness to continue in office in accordance with the provisions of Section 160 (2) of the Companies Act, 1963.

On behalf of the Board

James Ivan McGuire
Director
2 March 2011

Michael Kennedy
Director
2 March 2011

Independent Auditors' Report



We have audited the financial statements of The Irish Manuscripts Commission Limited for the year ended 31 December 2010 on pages 20 to 26, which comprise of the Income and Expenditure Account, Balance Sheet, Cash Flow Statement and the related notes. These financial statements have been prepared under the accounting policies set out on page 23.

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

Respective responsibilities of directors and auditors

As described on pages 13–15 the company's directors are responsible for the preparation of financial statements in accordance with applicable law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Accounting Standards Board and published by Chartered Accountants Ireland. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view in accordance with Generally Accepted Accounting Practice in Ireland and are properly prepared in accordance with the Companies Acts, 1963 to 2009. We also report to you whether in our opinion: proper books of account have been kept by the company; and whether the information given in the Directors' Report is consistent with the financial statements. In addition, we state whether we have obtained all the information and explanations necessary for the purposes of our audit and whether the company's balance sheet and its profit and loss account are in agreement with the books of account.

We report to the members if, in our opinion, any information specified by law regarding directors' remuneration and directors' transactions is not disclosed and, where practicable, include such information in our report. We read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. This other information comprises only of the Directors' Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

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 2010 and of its surplus for the year then ended: and
- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2009.

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at the 31 December 2010 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Acts 1963 to 2009.

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

In our opinion, the information given in the directors' report on pages 13–15 is consistent with the financial statements.

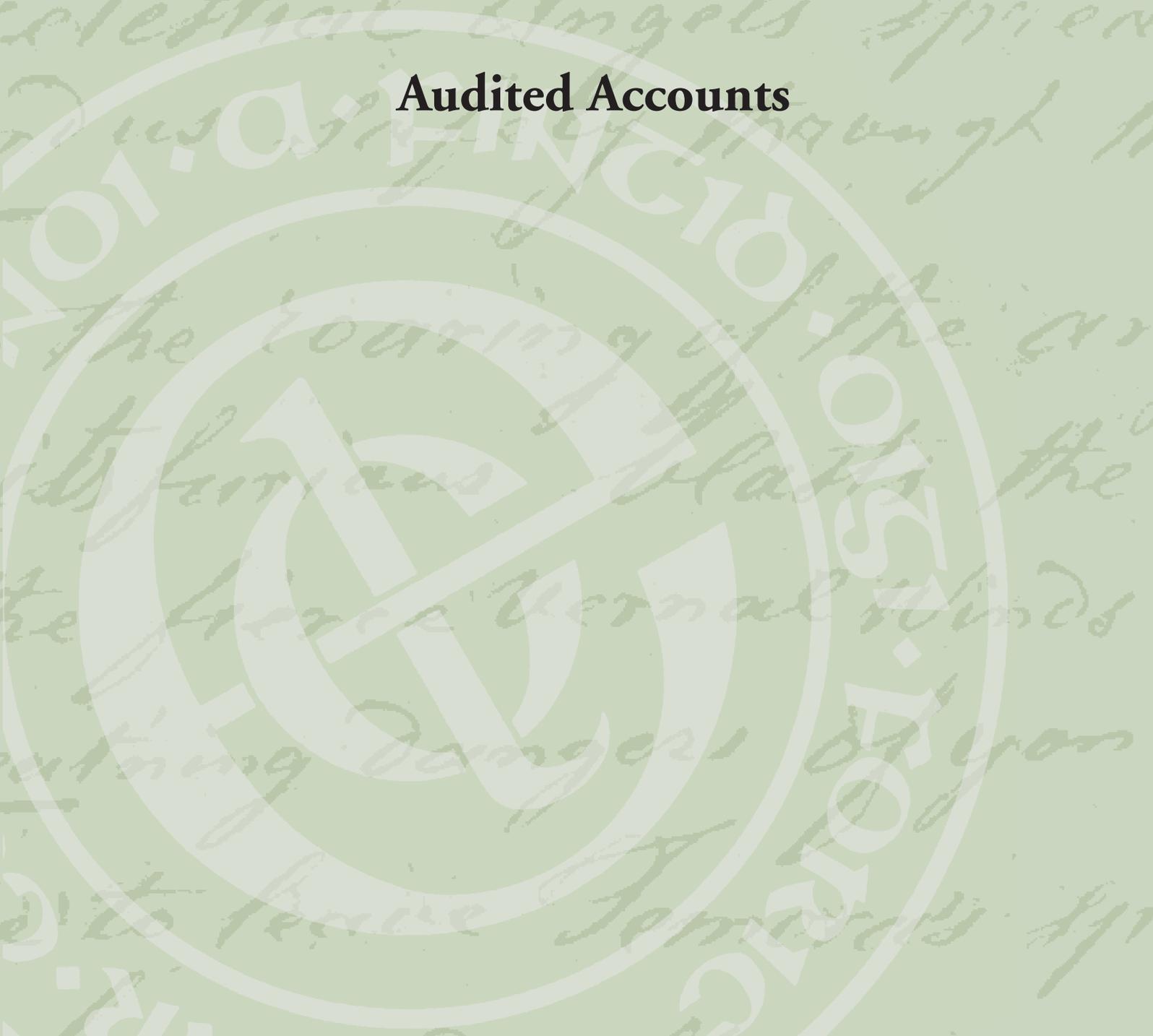
**84 Northumberland Road
Ballsbridge
Dublin 4**

**Duignan Carthy O'Neill
Chartered Accountants
Registered Auditors**

Date: 3 March 2011

of Queen Elizabeth
a good ship, a Lord of the
from Winds, from Waves
celestial Angels
us, O King, through
the roaring of the
its furious blasts the
the fierce vernal winds
putting dangers of you
to leave Jerusalem's

Audited Accounts



INCOME AND EXPENDITURE ACCOUNT

Income and Expenditure Account for the year ended 31 December 2010

		Continuing operations	
	Notes	2010 €	2009 €
Income — Book Sales	2	23,906	22,977
Royalties		189	300
Project Cost of sales		<u>(60,424)</u>	<u>(80,641)</u>
Operating (deficit)		<u>(36,329)</u>	<u>(57,364)</u>
Department of Tourism, Culture and Sport Grants	3		
— Annual Grant		260,000	260,000
— Deferred Grant released		7,979	—
— National Aggregator		23,650	—
PRONI grant		—	7,227
Administration expenses		(73,913)	(80,845)
Editorial & Publishing expenses		(79,212)	(52,504)
Office expenses		<u>(28,476)</u>	<u>(31,801)</u>
Surplus for the year	4	73,699	44,713
Interest receivable and similar income		<u>482</u>	<u>2,784</u>
Retained surplus for the year	12	<u><u>74,181</u></u>	<u><u>47,497</u></u>

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

The financial statements were approved by the Board on 2 March 2011 and signed on its behalf by:

James Ivan McGuire
Director

Michael Kennedy
Director

BALANCE SHEET

Balance Sheet as at 31 December 2010

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

	Notes	2010 €	2009 €
Fixed Assets			
Tangible assets	7	5,518	11,375
Current Assets			
Stocks	8	34,320	51,517
Debtors	9	12,867	11,634
Cash at bank and in hand		<u>354,945</u>	<u>254,802</u>
		<u>402,132</u>	<u>317,953</u>
Creditors: amounts falling due within one year			
	10	(34,022)	(21,902)
Deferred income	11	<u>(36,490)</u>	<u>(44,469)</u>
		<u>(70,512)</u>	<u>(66,371)</u>
Net Current Assets		<u>331,620</u>	<u>251,582</u>
Total Assets Less Current Liabilities		<u>337,138</u>	<u>262,957</u>
Capital and Reserves			
Capital Contribution	12	154,831	154,831
Income and Expenditure Account	12	<u>182,307</u>	<u>108,126</u>
Funds	13	<u>337,138</u>	<u>262,957</u>

The financial statements were approved by the Board on 2 March 2011 and signed on its behalf by:

James Ivan McGuire
Director

Michael Kennedy
Director

CASH FLOW STATEMENT

Cash Flow Statement for the year ended 31 December 2010

	2010	2009
	€	€
Reconciliation of operating surplus to net cash inflow from operating activities		
Operating surplus	73,699	44,713
Depreciation	5,857	5,857
Decrease / (Increase) in stocks	17,197	(16,941)
(Increase) /Decrease in debtors	(1,233)	30,460
Increase / (Decrease) in creditors	12,120	(5,719)
Net cash inflow from operating activities	<u>107,640</u>	<u>58,370</u>
Cash Flow Statement		
Net cash inflow from operating activities	107,640	58,370
Returns on investments and servicing of finance	482	2,784
Capital expenditure	—	(1,393)
Deferred Income	(7,979)	44,469
Increase in cash in the year	<u>100,143</u>	<u>104,230</u>
Reconciliation of net cash flow to movement in net funds		
Increase in cash in the year	100,143	104,230
Net funds at 1 January 2010	254,802	150,572
Net funds at 31 December 2010	<u>354,945</u>	<u>254,802</u>

NOTES TO THE FINANCIAL STATEMENTS

Notes to the Financial Statements for the year ended 31 December 2010

1. Accounting Policies

1.1. Basis of preparation

The financial statements have been prepared in accordance with accounting standards generally accepted in Ireland and Irish statutes comprising the Companies Acts, 1963 to 2009. Accounting Standards generally accepted in Ireland in preparing financial statements giving a true and fair view are those published by Chartered Accountants Ireland and issued by the Accounting Standards Board.

1.2. Income

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

1.3. Tangible fixed assets and depreciation

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

Fixtures, fittings and computers – 20%

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

1.4. Stock

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

1.5. Pensions

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

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

1.6. Taxation

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

1.7. Government grants

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

2. Income

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

3. Department of Tourism, Culture and Sport Grants

	2010	2009
	€	€
Annual Grant	260,000	260,000
One-off grants for special projects	23,650	44,469
Deferred grant (Note 11)	—	(44,469)
Deferred grant released (Note 11)	7,979	—
	<u>291,629</u>	<u>260,000</u>

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

4. Surplus for the year

	2010	2009
	€	€
The surplus for the year is stated after charging:		
Depreciation of tangible assets	5,857	5,857
Chairman's Honorarium	10,500	10,500
Auditors' remuneration	4,079	4,072
	<u> </u>	<u> </u>

5. Employees

Number of employees

The average monthly numbers of employees during the year were:

	2010	2009
	Number	Number
Number of employees	2	2
(Includes Administrator and Chairman)	<u> </u>	<u> </u>

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

	2010	2009
	€	€
Salaries	70,281	60,811
Pension	5,464	5,884
Chairman's Honorarium	10,500	10,500
Social welfare costs	7,799	7,645
	<u> </u>	<u> </u>
	<u>94,044</u>	<u>84,840</u>

6. Pension costs

Pension costs amounted to €5,464 (2009 – €5,884).

7. Tangible assets

	Fixtures & fittings	Total
Cost	€	€
At 1 January 2010	29,286	29,286
At 31 December 2010	<u>29,286</u>	<u>29,286</u>
Depreciation		
At 1 January 2010	17,911	17,911
Charge for the year	5,857	5,857
At 31 December 2010	<u>23,768</u>	<u>23,768</u>
Net book values		
At 31 December 2010	<u>5,518</u>	<u>5,518</u>
At 31 December 2009	<u>11,375</u>	<u>11,375</u>

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

8. Stocks

	2010	2009
	€	€
Finished goods — Books	34,320	51,517
	<u> </u>	<u> </u>

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

9. Debtors: amounts falling due within one year

	2010	2009
	€	€
Prepayments and accrued Income	<u>12,867</u>	<u>11,634</u>

10. Creditors: amounts falling due within one year

	2010	2009
	€	€
Other taxes and social security costs – PAYE/PRSI	6,148	24
Other creditors	—	1,810
Accruals	<u>27,874</u>	<u>20,068</u>
	<u>34,022</u>	<u>21,902</u>

11. Deferred income

	2010	2009
	€	€
Government grants		
At 1 January 2010	44,469	—
Increase in year	<u>—</u>	<u>44,469</u>
	44,469	44,469
Released in year	<u>(7,979)</u>	<u>—</u>
At 31 December 2010	<u>36,490</u>	<u>44,469</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.

12. Equity Reserves

	Profit and loss account	Capital Contribution	Total
	€	€	€
At 1 January 2010	108,126	154,831	262,957
Retained surplus for the year	<u>74,181</u>	<u>—</u>	<u>74,181</u>
At 31 December 2010	<u>182,307</u>	<u>154,831</u>	<u>337,138</u>

13. Reconciliation of movements in funds

	2010	2009
	€	€
Surplus for the year	74,181	47,497
Opening shareholders' funds	<u>262,957</u>	<u>215,460</u>
	<u>337,138</u>	<u>262,957</u>

Capital Contribution

The company was incorporated on the 24 January 2006 and was gifted €130,730 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 €154,830.

Due to the nature of the books published, directors are of the opinion that sales of books published are at their highest in the first two years following their date of publication. For this reason they have taken the view that, of the books contributed to the company, only books published within two years of the year end be included in the capital contribution. The remainder of book stocks have been provided against as either slow moving or obsolete.

14. Related party transactions

Directors are reimbursed for any expenses incurred during the course of carrying out their duties. The Chairman receives an honorarium for the year that amounts to €10,500. No other related party transactions took place during the year.

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

15. Ultimate parent undertaking

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

16. Approval of financial statements

The financial statements were approved by the Board on 2 March 2011 and signed on its behalf by:

James Ivan McGuire
Director

Michael Kennedy
Director

ANNUAL ENERGY EFFICIENCY REPORT 2010

Overview of Energy Usage in 2010

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 2010, the Irish Manuscripts Commission consumed 41 MWh of energy, consisting of:

- 18 MWh of electricity (20% of whole building usage which is 90 MWh)
- 31 MWh of fossil fuels (as natural gas) (20% of whole building usage which is 156 MWh)
- 12 MWh of the 18 MWh electricity used is from renewable fuels.¹

Water charges are also calculated on a 20:80 ratio. During 2010, 141 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 Based on Airtricity billing information which states "Airtricity is the leading Renewable Energy supplier in Ireland. According to the most recent fuel mix disclosure, published by the Regulatory Authorities [Commission for Energy Regulation] for 2009, 66% of Airtricity's electricity in the Republic of Ireland came from renewable sources".