

...quarum tenere intellexi dñm deputat' n' p' p'spere venire ad regni hui' gub  
...ant' n' suscipere. Hanc magnopere gratulor suam dñarōem hui' mod' p' b'  
...iam acceptare et p'or dñi maximū optimū ut p'spere et feliciter sibi suc  
...dat in o'ibus n' m' q' possū exp'mere q' quod eiq' p'decessor m'gr' Nicholau'  
...naldus p' suo temp'e se in gubernamēte Regni bene gerebat. Quam  
...nt ad alia contenta dñar' t'ia q' q'ntu' ad querelas que dñdū scripsi  
...ad dñm Justitiar' et ad alia int' nos agenda michi videtur plūmū con  
...re quod dñs deputat' veniat ad dñdū q'nto februā et ego sup'is fa  
...entibus  
...ngliram



# IRISH MANUSCRIPTS COMMISSION



...entibus veniam adg'nes. Et tūc sua dñarō exannabit o'ia facta int'  
...ngliram p' b' et n' c' temp'e p'ur' p'f'ic' int' me et n'grū thomā  
...nssah milit' n'ore regine maie' p'at' et in futurū ordinem suscipiat q'  
...b'ernarōe at' approbarōe dñte p'at' at' p'f'ic' imponat h'is que maie  
...as regine suo dñarōi q'ussit q'ntū ad o'ia negocia que n'issi p'derant  
...admarcham ad suam celtitudinem Et optarem ut tūc m'gr' Cussah  
...lent esset qm' ip'e o'ia p't exp'me que ad formam p'at' attinerēt et sic  
...optime et p'spere valeant v'ie dñarōes ex v'oul' ...

# ANNUAL REPORT 2012

of Queen Elizabeth  
a good ship, a Lord of  
from Winds, from Waves  
celestial Angels spread  
do us Safety through  
the roaring of the  
its furious blasts the  
the fierce vernal Winds  
putting  
to leave Removers  
of

**IRISH MANUSCRIPTS COMMISSION**

45 Merrion Square

Dublin 2

Ireland

[www.irishmanuscripts.ie](http://www.irishmanuscripts.ie)

## CONTENTS

<b>CHAIRMAN’S REPORT 2012</b>	<b>2</b>	<b>INDEPENDENT AUDITORS’ REPORT</b>	<b>16</b>
Introduction	3	Respective responsibilities of directors and auditors	17
Board, committees and subcommittees	4	Basis of opinion	17
<i>Editorial and Publications Committee</i>	5	Opinion	18
<i>Preservation and Access Awareness Committee</i>	5		
Staff	5	<b>AUDITED ACCOUNTS</b>	<b>19</b>
Services	5	Income and Expenditure Account	20
<i>National aggregator service – Europeana</i>	6	Balance Sheet	21
<i>IMC ‘Digital Editions’</i>	7	Cash Flow Statement	22
Publications	7		
<i>Analecta Hibernica, no. 43</i>	7	<b>NOTES TO THE FINANCIAL STATEMENTS</b>	<b>23</b>
<i>Arrangements for the integration of Irish immigrants in England and Wales</i>	7	1. Accounting Policies	23
<i>Infanticide in the Irish Crown files at assizes, 1883–1900</i>	8	1.1. Basis of preparation	23
<i>The account books of the Franciscan House, Broad Lane, Cork, 1764–1921</i>	8	1.2. Income	23
Planning for 2013	8	1.3. Tangible fixed assets and depreciation	23
Launches	9	1.4. Stock	23
Finance	9	1.5. Pensions	23
		1.6. Taxation	23
		1.7. Government grants	23
		2. Income	23
<b>COMPANY INFORMATION</b>	<b>10</b>	3. Department of Arts, Heritage and Gaeltacht Grants	23
		4. Surplus for the year	24
<b>DIRECTORS’ REPORT</b>	<b>12</b>	5. Employees	24
Principal activity, business review and future development	13	6. Pension costs	24
Principal activities	13	7. Tangible assets	24
Business review	13	8. Stocks	25
Future development	13	9. Debtors: amounts falling due within one year	25
Results	13	10. Creditors: amounts falling due within one year	25
Research and development	13	11. Deferred income	25
State of affairs	14	12. Equity Reserves	25
Directors and their interests	14	13. Reconciliation of movements in funds	25
Political contributions	14	Capital Contribution	25
Directors’ responsibilities	14	14. Related party transactions	26
Books of account	14	15. Ultimate parent undertaking	26
Principal risks and uncertainties	15	16. Approval of financial statements	26
Auditors	15	<b>ANNUAL ENERGY EFFICIENCY REPORT 2012</b>	<b>26</b>
		Overview of Energy Usage in 2012	26
		Energy performance	26

**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.

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

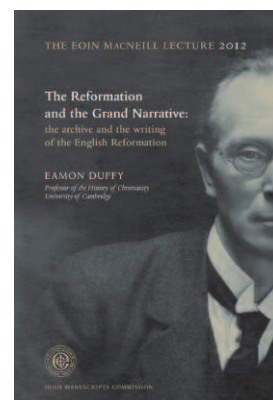
During 2012 the Commission engaged fully with the Department of Arts, Heritage and the Gaeltacht as it sought to find appropriate governance structures for the Commission and the National Library of Ireland. In 2012 the Commission remained firmly committed to seeking to have its core tasks, as publisher of primary documents and manuscripts and as advisor on the preservation of Ireland's documentary inheritance, embedded in whatever new governance structures emerge. The Commission's hope is that its work and identity will be embedded and safeguarded in the new governance structures that are being prepared. In this respect the Commission notes the stated intention of Government that the Commission is to retain its separate identity (Department of Public Expenditure and Reform, *Public service reform 17th November 2011*, Appendix II: Rationalisation of State Agencies, p. 7).

Throughout 2012 IMC has continued to act as a national aggregator of content for the Europeana cultural heritage portal ([www.europeana.eu](http://www.europeana.eu)) for the national cultural institutions. This is described further in the Services section below (*National aggregator service – Europeana*, p. 6).

IMC is represented on the Steering Group of the *Irish Archives Resource*, a web service which enables archives throughout Ireland to upload their collection descriptions to a web portal, allowing the searching of Irish archival collections across repositories. Content currently available through the portal includes records of current and defunct government and local government agencies, individuals, landed estates, clubs, societies, trade unions, religious organisations, as well as cultural and political organisations.

The inaugural Eoin MacNeill lecture was held in October 2012. This lecture series is named after Eoin MacNeill, a Gaelic scholar and historian of great distinction, who served as Minister for Education between 1922 and 1925 and was appointed the first chairman of the Irish Manuscripts Commission when it was established in 1928. These biennial lectures will underscore the importance of archives and primary sources for the historian and provide an opportunity for an audience drawn from the public service, policy-makers, and academia to hear leading scholars with international reputations speak of the place of archives and the primary sources in their work.

The 2012 Eoin MacNeill lecture was given by Professor Eamon Duffy, FBA, Hon. MRIA on 8 October 2012 in front of an invited audience which included Seamus Heaney, members of the judiciary and the historian Dr Brendan Bradshaw, emeritus fellow of Queens' College, Cambridge. Professor Duffy, Professor of the History of Christianity at the University of Cambridge and Fellow of Magdalene College, has played a pivotal role in the development of the Parnell Fellowship in Irish Studies at Cambridge. He is also the author of works of great scholarly distinction that have changed how we view and understand the place of religion and faith in late medieval and early modern life. Professor Duffy titled his lecture 'Revising the reformation: the archives and the grand narrative'. In it he explored his own use of the archives and the way in which people understand their past. The lecture will be published by the Commission in pamphlet form in spring 2013.





For the fifth successive year, the Irish Manuscripts Commission participated in Culture Night. Once again it was a welcome opportunity to demonstrate the work of the Commission in preserving through publication primary sources for Irish history. The general public responded enthusiastically. More than 1,100 people crossed the threshold of No. 45 Merrion Square (an increase of over 200 on the previous year's visitor numbers) to learn more about the work of IMC and the Irish Architectural Archive (with whom IMC shares the building). Visitors to IMC's display on the first floor engaged with members of the Commission about the work of IMC over the years and were able to enjoy a fine display of IMC publications from the early facsimiles of the great medieval codices to the most recent books published that week. There was considerable interest in the IMC Digital Editions service which was demonstrated on the night. I am indebted to the members who attended Culture Night: Máire Mac Conghail, Michael Kennedy, Deirdre McMahon, Nicholas Canny, Mary O'Dowd and Thomas O'Connor. They gave generously of their time.



Culture Night was also the platform for launching the new FAQs (Frequently Asked Questions) section of the IMC website as well a full-colour DL flyer explaining the work of the Commission and a tri-fold leaflet containing advice on the preservation of records, aimed at private individuals with an interest in preserving their family records. Both leaflets promote awareness of the importance of preserving records and are available as downloads through the IMC website.

### Board, committees and subcommittees

Membership of IMC is drawn from the academic community and cultural institutions throughout Ireland. Appointment is usually for a five-year term; under its Articles of Association the full complement of member directors is 21. At the beginning of 2012 there were 19 member directors of the Irish Manuscripts Commission after the formal retirement on 20 January of Dr David Craig as Director of the National Archives.

On 31 December 2012, the board of the Irish Manuscripts Commission consisted of the following 19 members: James McGuire (Chairman); Nicholas Canny, NUI Galway; David Dickson, Trinity College, Dublin; David Edwards, University College Cork; Chris Flynn, Department of Arts, Heritage and the Gaeltacht; Greta Jones, University of Ulster; James Kelly, St Patrick's College, Drumcondra, and DCU; Michael Kennedy, Documents on Irish Foreign Policy, Royal Irish Academy; Máire Mac Conghail; John McCafferty, Mícheál Ó Cléirigh Institute, University College Dublin; Aileen McClintock, Director and Deputy Keeper of the Records, Public Record Office of Northern Ireland; Deirdre McMahon, Mary Immaculate College, Limerick; Donal Moore, Waterford City Archivist; 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, National Library of Ireland.

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

The Commission held six ordinary meetings in 2012 and the Annual General Meeting.

Under the National Archives Act, 1986, not less than two members of IMC sit on the National Archives Advisory Council (NAAC). In 2012 the IMC members of the NAAC were Máire Mac Conghail and Jane Ohlmeyer.

### *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 2012 were: James McGuire (chairman), Nicholas Canny, David Edwards, James Kelly, Michael Kennedy, Máire Mac Conghail, Dáibhí Ó Crónín, Mary O'Dowd and Jane Ohlmeyer. The Committee met five times in 2012 to approve proposals and monitor the progress of current publishing projects, of which there were 38 on 31 December 2012.

### *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. Chaired by Ms Máire Mac Conghail, the PAAC met twice in 2012 (April and September) and reported to the Commission thereafter. As of December 2012 the members of PAAC were: Máire Mac Conghail (Chair), Nicholas Canny, Michael Kennedy, John McCafferty, Aileen McClintock, Deirdre McMahon, Donal Moore, Dáibhí Ó Croinín, Mary O'Dowd and Fiona Ross.

Already the PAAC has developed both the FAQs section of the IMC website and the information leaflets distributed on Culture Night. The PAAC is also looking into the preservation of records in the care of bodies not covered by the National Archives Act, including legal and medical organisations, and will offer them advice and templates on how best to preserve their records. I commend the members of this Committee for their invaluable work promoting IMC's remit in raising awareness about the importance of preserving primary sources for posterity.

### **Staff**

The Commission has one permanent employee, Dr Cathy Hayes, Administrator, who was appointed in July 2006.

### **Services**

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

IMC's following on Twitter has expanded during 2012 and we now have 184 followers. In late 2012 IMC joined Facebook where almost 100 people have now 'liked' the page; the interaction between users and the postings about publications and IMC events are interesting to observe. We will continue to build bridges to new communities of users through such social media and to respond to the demand for new ways of promoting awareness of both IMC publications and of course the wider work of the Commission in relation to preservation of records.

The 2012–2013 publications catalogue and latterly the information leaflets about IMC and the preservation of records were distributed at several conferences and





events on behalf of IMC; I extend my thanks to Máire Mac Conghail in this regard. The catalogue raises awareness not only of IMC publications available for sale, but also of forthcoming publications, IMC's Digital Editions and planned editions for the decade of commemorations.

IMC continued to advertise in History Ireland, as well as through the Ulster Historical Foundation's Family Directory and genealogy road trips to the USA. We believe these sources are of continued importance in promoting awareness of new IMC publications among genealogists and people interested in Irish history.

### *National aggregator service – Europeana*



The IMC National Aggregator service for cultural institutions has been in place since the beginning of 2011. This year was a particularly busy year for the aggregator service. On 31 January 2012 IMC hosted a one-day seminar, which it had organised, for content providers regarding the new Data Exchange Agreement (DEA). The DEA came in to operation on 1 July 2012 but had been causing concern among Irish content providers. The workshop was an invaluable exercise in bringing together current and potential content providers with high-level Europeana staff. All current Irish content providers later signed the new DEA.



As part of a team with Ms Sharon Barry, Ms Ursula O'Riordan and Mr Chris Flynn of the Department of Arts, Heritage and the Gaeltacht, and Mr Niall O'Leary of the Digital Humanities Observatory, IMC organised a Europeana software developer competition — called Hack4Europe! Dublin — which took place in Dublin on 24 and 25 September 2012. Launched by Ms Fiona Ross, Director of the National Library of Ireland, the competition was spread over two days and took place in the suitably cultural surroundings of the Science Gallery at Trinity College Dublin. Teams of developers used the metadata for cultural objects available on Europeana to build potential prototypes for mobile applications. The Minister for Arts, Heritage and the Gaeltacht, Mr Jimmy Deenihan TD, presented a prize for the most innovative application to a Galway-based team who developed a virtual exhibition space, and a prize for the application with the greatest social impact to a team from the Digital Repository of Ireland (DRI), who developed 'Storyscope', a tool for building personal views of cultural objects from across the museums and archives of Europe.



The content provided by Irish cultural institutions to Europeana grew in 2012 and Irish content now accounts for c. 4.7 per cent of all content available on the portal. Content was provided by the Irish Film Institute (video), the Irish Traditional Music Archive (sound, image, text), the Royal Irish Academy (image), and the Crawford Gallery (image). The National Archives of Ireland provided metadata on the Anglo-Irish Treaty of 1921, part of a current online NAI exhibition, which Mr Deenihan subsequently nominated as his 'Minister's pick' at an event organised by Europeana for Europe Day on 9 May in Brussels.

At year's end preliminary discussions were in progress with Comhaltas Ceoltóirí Éireann and the National Inventory of Architectural Heritage regarding provision of further content.

Technical assistance in 2012 was provided by the Royal Irish Academy's Digital Humanities Observatory (DHO) project. I would like to take this opportunity to thank DHO, in particular Niall O'Leary for his input in relation to data harmonisation and also to the Hackathon. Shawn Day, DHO project manager, kindly chaired the DEA workshop with content providers and Europeana staff in January 2012.

As I have stated previously, it is necessary to continue to raise awareness of this significant European project among the Irish cultural heritage community as part of the wider conversation about how cultural content can be used in the Digital Age. There is much to be gained from raising the profile of Irish cultural heritage



in the context of a multilingual search environment such as Europeana, and also from keeping up with current discussions about the reuse of digital cultural data. The Department of Arts, Heritage and the Gaeltacht (D/AHG) is a partner in both the Europeana v2 and Europeana Awareness projects that will run over the next 24 months. The IMC Administrator Dr Cathy Hayes attended Europeana meetings in The Hague (January 2012) and Leuven (June 2012) with staff from the Department. IMC looks forward to continuing to support the Department in advancing awareness of and participation in Europeana in Ireland.

I would like to record IMC's indebtedness to Dr Hayes for the contribution she has made to IMC's participation in the Europeana enterprise.

### *IMC 'Digital Editions'*

IMC continued its programme for digitising its backlist of publications in 2012. Over 70 titles, mostly single-volume editions, were digitised by late 2012 and they will be made available to read through the 'Digital Editions' section of the IMC website following quality assurance. This builds on the work completed in 2011 which made available all of the multi-volume series of IMC publications. Though the current system for displaying digitised titles is generally regarded as satisfactory, IMC will be investigating in 2013 an improved mechanism for displaying texts and search results as well as offering a way to search across editions.

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.

### **Publications**

The following new titles were published in 2012:

#### *Analecta Hibernica, no. 43*

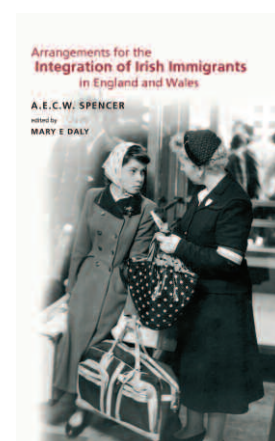
This issue of the IMC serial publication, edited by James Kelly, includes a report to the Minister for Arts, Heritage and the Gaeltacht for 2011 and the following papers: The landowners of the late Elizabethan Pale: 'The Generall hosting appointed to meet at ye hall of Tarrah on the 24th of September 1593' (Brendan Scott and Kenneth Nicholls); 'Advice to a daughter': Lady Frances Keightley to her daughter Catherine, September 1681 (Gabrielle M. Ashford); Journal of a tour to Dublin and the countries of Dublin and Meath in 1699 (Rolf Loeber, David Dickson and Alan Smyth); The Journal of John Tennent, 1786–90 (Leanne Calvert); Official list of radical activists and suspected activists involved in Emmet's rebellion, 1803 (James Kelly).

#### *Arrangements for the integration of Irish immigrants in England and Wales*

This is the first publication of a report commissioned by the International Catholic Migration Commission (ICMC) on Irish immigrants in England and Wales and the response to that report from the Catholic Social Welfare Bureau (CWSB) which had responsibility for the religious and moral welfare of Irish immigrants. The report was prepared for the ICMC by Anthony Spencer when he was director of the Newman Demographic Survey (NDS). Spencer's observations on religious practice and the role of religion in the lives of Irish men and women at home and



IMC Digital  
Editions

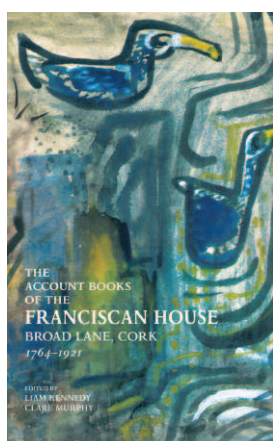


abroad can be ranked amongst the first studies in the sociology of religion in Ireland. The controversy which Spencer's report triggered, and which led to the report's suppression, is an important insight into the attitudes of an important section of the Irish (and English) Roman catholic hierarchy towards Irish emigrants and Irish society in 1960.



### *Infanticide in the Irish Crown files at assizes, 1883–1900*

This edition is a major contribution to Irish social, legal and women's history based on original and unpublished papers in the National Archives of Ireland. It presents records relating to 115 suspected infant murder and concealment of birth cases detected in Ireland between 1883 and 1900. The material transcribed in this volume, taken from the Crown files at assizes, comprises 1,140 witness statements sworn before coroners and magistrates. Statements from police officers, doctors and the suspect's wider social circle provide much detailed information about the operation of the legal system and the lived realities of nineteenth-century Ireland. The records transcribed in this edition are a welcome addition to the growing body of primary sources published by IMC which deal with the less well off sections of Irish society and they highlight contemporary social attitudes toward illegitimacy, single mothers and the extent to which an unwanted pregnancy impacted upon entire households.



### *The account books of the Franciscan House, Broad Lane, Cork, 1764–1921*

The records of the Catholic Church in Ireland have a greater significance for the study of the past than is true of many other western European countries. This is partly because of the destruction of Irish public records in the early twentieth century but also because the Roman Catholic church and its various institutions possessed a degree of continuity, formal organization and geographical coverage that is unmatched by any other private body. The Franciscan Order in Ireland kept especially good records. While the potential of these archival treasures has yet to be fully realised this volume makes available, for the first time, a substantial slice of the records of the famous Franciscan convent at Broad Lane in the city of Cork. These unique sources consist of the hand-written account books that recorded the day-to-day expenditures of the Cork Franciscans, stretching from the year 1764 through to 1921. The accounts offer a revealing window on economic, social and cultural change in the city, while also throwing light on the progress of the Cork Franciscans, and the Catholic church more generally in this formative period of modern Irish history. The raw data forming the basis of this edition will be published online and made freely available for study and analysis.

### **Planning for 2013**

Throughout 2012 the Commission laid the groundwork for the publication of a number of significant titles in 2013. These include the *Letterbook of George, 16th earl of Kildare*, edited by Aidan Clarke and Bríd McGrath; *Purgatorium Hibernicum*, edited by Andrew Carpenter; *The letterbook of Richard Hare, Cork merchant, 1771–1772*, edited by James O'Shea; and the *Acts of James II's Irish parliament, 1689*, edited by John Bergin and Andrew Lyall.

By the end of 2012 the Commission had made substantial progress towards publishing in 2013 a number of multi-volume editions: *Correspondence of James Ussher, 1600–1656* (3 vols), edited by Elizabethanne Boran, will be the definitive edition of Ussher's correspondence; *Proclamations of the kingdom of Ireland, 1660–1820*, edited by James Kelly with Mary Ann Lyons (5 vols), will make available a comprehensive edition of government proclamations issued between 1660 and 1820, thereby making good the losses experienced by the catastrophic destruction

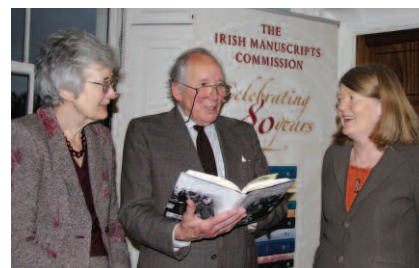
of the Public Record Office of Ireland in 1922; and the first three volumes of a twelve-volume edition of the *1641 Depositions*, edited by Aidan Clarke, will provide access in print to one of the key sources for the seventeenth century. *Analecta Hibernica*, no. 44, edited by James Kelly, is on course for publication in early summer 2013.

### Launches

Two book launches were held in 2012, both of them at No. 45 Merrion Square. I would like to record the Commission's gratitude to the Irish Architectural Archive for facilitating launches and other events held by IMC in the first floor rooms at 45 Merrion Square.

On 24 October Dr Finola Kennedy launched Mary E. Daly's edition of the previously unpublished report prepared in 1960 by A. E. C. W. Spencer, when he was director of the Newman Demographic Survey (see above). As I observed on the night of the launch this was the first time IMC had launched a book where the primary source was still living.

On 18 December the Minister for Children and Youth Affairs, Frances Fitzgerald TD, launched *Infanticide in the Irish Crown files at Assizes, 1883–1900*. As mentioned above, Dr Elaine Farrell's edition represents a major contribution to Irish social, legal and women's history. The Minister paid tribute to Dr Farrell's work and her obvious passion for the stories which her sources revealed. On behalf of IMC I expressed our gratitude to both the Minister for launching the volume and to Dr Farrell for giving IMC the opportunity to publish the text. It is clear that the vast amount of social history recorded in the records of the legal system of the state illustrates most keenly the importance of preserving records of all kinds for posterity.



### Finance

As in previous years, I would like to acknowledge the funding that IMC received in 2012 from the Department of Arts, Heritage and the Gaeltacht (D/AHG). Without the grant-in-aid provided by the Department, IMC could not carry out its remit. This annual funding crucially underpins IMC's publication programme for the year immediately following.

I would also like to pay tribute here to the members of the Cultural Institutions Unit at D/AHG who have liaised with IMC on behalf of the Department in 2012, in particular Mr Chris Flynn, Ms Sharon Barry and Ms Orlaith Gleeson. We look forward to continuing to work with the Department in order to fulfil IMC's remit as a publisher of primary sources for Irish histories and cultures as well as developing IMC's position as an important link between the cultural heritage community and the wider community of humanities researchers.

I wish to record my particular appreciation of the work and commitment since her appointment in 2006 and not least in 2012 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. The chairperson opted not to receive an honorarium in 2012.

James McGuire

**Chairman**

February 2013

**Company information**



**Directors**

James Ivan McGuire (Chairperson)

Nicholas Patrick Canny

David Dickson

David Edwards

Chris Flynn

Greta Jones

James Kelly

Michael Kennedy

Máire Mac Conghail

John McCafferty

Aileen McClintock

Deirdre McMahan

Donal Moore

Thomas O'Connor

Dáibhí Ó Cróinín

Ruán O'Donnell

Mary O'Dowd

Jane Ohlmeyer

Fiona Ross

**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 2012.

The Irish Manuscripts Commission  
Limited  
**Directors' Report**  
*for the year ended*  
*31 December 2012*

### **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 most recent 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 the 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 beyond, free of charge.

#### **Results**

The surplus for the year after providing for depreciation amounted to €31,352 (2011 — €67,651). The directors propose to retain this surplus to fund future projects in the coming years.

#### **Research and development**

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

### **State of affairs**

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

### **Directors and their interests**

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

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

### **Political contributions**

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

### **Directors' responsibilities**

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

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Acts 1963 to 2012. 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 Arts, Heritage and the Gaeltacht and the proposed amalgamation with the National Library. IMC has to date received an annual budget which has enabled it to fulfil its primary remit of publication, but the current economic outlook is a reminder that adequate funding is always at risk. At this point in time it is not certain how the proposed amalgamation of IMC into a larger structure will affect its operation, though it is believed that IMC's role as an independent body overseeing the publication of primary manuscript sources will be preserved in the new arrangements.

### **Auditors**

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

#### *On behalf of the Board*

James Ivan McGuire  
**Director**  
15 February 2013

Máire Mac Conghail  
**Director**  
15 February 2013

**Independent Auditors' Report**

We have audited the financial statements of The Irish Manuscripts Commission Limited for the year ended 31 December 2012 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 page 14 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 2012. 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 judgements 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 2012 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 2012.

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 2012 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Acts 1963 to 2012.

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.**

**Date: 19 February 2013**

**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 2012

		<b>Continuing operations</b>	
	<b>Notes</b>	<b>2012</b>	<b>2011</b>
		€	€
Income – Book Sales	<b>2</b>	11,360	31,341
Royalties		933	2,923
Project Cost of sales		(130,855)	(93,052)
<b>Operating (deficit)</b>		<u>(118,562)</u>	<u>(58,788)</u>
Department of Arts, Heritage and Gaeltacht Grants	<b>3</b>		
- Annual Grant		245,000	260,000
- Historia Grant		40,000	20,000
- Deferred Grant released		271	—
- National Aggregator		17,133	—
PRONI grant		1,332	—
Administration expenses		(58,692)	(65,104)
Editorial & Publishing expenses		(70,707)	(64,006)
Office expenses		(25,581)	(25,191)
<b>Surplus for the year</b>	<b>4</b>	<u>30,194</u>	<u>66,911</u>
Interest receivable and similar income		1,158	740
<b>Retained surplus for the year</b>	<b>12</b>	<u><u>31,352</u></u>	<u><u>67,651</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 15 February 2013 and signed on its behalf by:

James Ivan McGuire  
**Director**

Máire Mac Conghail  
**Director**

## BALANCE SHEET

### Balance Sheet as at 31 December 2012

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

	Notes	2012 €	2011 €
<b>Fixed Assets</b>			
Tangible assets	7	1,842	1,083
<b>Current Assets</b>			
Stocks	8	18,674	28,716
Debtors	9	7,342	11,954
Cash at bank and in hand		476,081	419,780
		<u>502,097</u>	<u>460,450</u>
<b>Creditors: amounts falling due within one year</b>	10	(31,579)	(20,254)
<b>Deferred income</b>	11	(36,219)	(36,490)
		<u>(67,798)</u>	<u>(56,744)</u>
<b>Net Current Assets</b>		<u>434,299</u>	<u>403,706</u>
<b>Total Assets Less Current Liabilities</b>		<u>436,141</u>	<u>404,789</u>
<b>Capital and Reserves</b>			
Capital Contribution	12	154,831	154,831
Income and Expenditure Account	12	281,310	249,958
<b>Funds</b>	13	<u>436,141</u>	<u>404,789</u>

The financial statements were approved by the Board on 15 February 2013 and signed on its behalf by:

James Ivan McGuire  
Director

Máire Mac Conghail  
Director

## CASH FLOW STATEMENT

### Cash Flow Statement for the year ended 31 December 2012

	2012	2011
	€	€
<b>Reconciliation of operating surplus to net cash inflow from operating activities</b>		
Operating surplus	30,194	66,911
Depreciation	1,193	4,435
Decrease in stocks	10,042	5,604
Decrease in debtors	4,612	913
Increase/(Decrease) in creditors	11,325	(13,768)
<b>Net cash inflow from operating activities</b>	<u>57,366</u>	<u>64,095</u>
<b>Cash Flow Statement</b>		
<b>Net cash inflow from operating activities</b>	57,366	64,095
<b>Returns on investments and servicing of finance</b>	1,158	740
<b>Capital expenditure</b>	(1,952)	—
<b>Deferred Income</b>	(271)	—
<b>Increase in cash in the year</b>	<u>56,301</u>	<u>64,835</u>
<b>Reconciliation of net cash flow to movement in net funds</b>		
<b>Increase in cash in the year</b>	56,301	64,835
<b>Net funds at 1 January 2012</b>	<u>419,780</u>	<u>354,945</u>
<b>Net funds at 31 December 2012</b>	<u>476,081</u>	<u>419,780</u>

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2012

### 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 2012. 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 Arts, Heritage and Gaeltacht Grants

	2012	2011
	€	€
Annual Grant	245,000	260,000
One-off grants for special projects	57,133	20,000
Deferred grant released (Note 11)	271	—
	<u>302,404</u>	<u>280,000</u>



#### 4. Surplus for the year

	2012	2011
	€	€
The surplus for the year is stated after charging:		
Depreciation of tangible assets	1,193	4,435
Chairman's Honorarium	-	10,500
Auditors' remuneration		
— Audit	1,845	1,845
— Accounting, Secretarial, Taxation and Payroll Work	2,696	2,590
	<u>2,696</u>	<u>2,590</u>

#### 5. Employees

##### Number of employees

The average monthly numbers of employees during the year were:

	2012	2011
	Number	Number
Number of employees	2	2
(Includes Administrator and Chairman)	<u>2</u>	<u>2</u>

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

	2012	2011
	€	€
Salaries	69,139	62,461
Pension	5,741	5,489
Chairman's Honorarium	—	10,500
Social welfare costs	6,847	7,098
	<u>81,727</u>	<u>85,548</u>

#### 6. Pension costs

Pension costs amounted to €5,741 (2011 – €5,489).

#### 7. Tangible assets

	Fixtures & fittings	Total
Cost	€	€
At 1 January 2012	29,286	29,286
Additions	1,952	1,952
At 31 December 2012	<u>31,238</u>	<u>31,238</u>
<b>Depreciation</b>		
At 1 January 2012	28,203	28,203
Charge for the year	1,193	1,193
At 31 December 2012	<u>29,396</u>	<u>29,396</u>
<b>Net book values</b>		
At 31 December 2012	<u>1,842</u>	<u>1,842</u>
At 31 December 2011	<u>1,083</u>	<u>1,083</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

	2012	2011
	€	€
Finished goods – Books	18,674	28,716

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

## 9. Debtors: amounts falling due within one year

	2012	2011
	€	€
Prepayments and accrued Income	7,342	11,954

## 10. Creditors: amounts falling due within one year

	2012	2011
	€	€
Other taxes and social security costs – PAYE/PRSI	6,829	6,741
Accruals	24,750	13,618
	<u>31,579</u>	<u>20,254</u>

## 11. Deferred income

	2012	2011
	€	€
<b>Government grants</b>		
At 1 January 2012	36,490	36,490
Released in year	(271)	—
At 31 December 2012	<u>36,219</u>	<u>36,490</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

	Income and Expenditure account	Capital Contribution	Total
	€	€	€
<b>At 1 January 2012</b>	249,958	154,831	404,789
Retained surplus for the year	31,352	-	31,352
<b>At 31 December 2012</b>	<u>281,310</u>	<u>154,831</u>	<u>436,141</u>

## 13. Reconciliation of movements in funds

	2012	2011
	€	€
Surplus for the year	31,352	67,651
Opening shareholders' funds	404,789	337,138
	<u>436,141</u>	<u>404,789</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 is entitled to an honorarium for the year that amounts to €10,500, but this was not drawn down in 2012. 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 15 February 2013 and signed on its behalf by:

James Ivan McGuire  
Director

Máire Mac Conghail  
Director

## ANNUAL ENERGY EFFICIENCY REPORT 2012

#### Overview of energy usage in 2012

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 2012, the Irish Manuscripts Commission consumed 46 MWh of energy, consisting of:

- 25 MWh of electricity (20% of whole building usage which was 125 MWh)
- 21 MWh of fossil fuels (as natural gas) (20% of whole building usage which is 107 MWh)
- 6 MWh of the 25 MWh electricity used is from renewable sources.<sup>1</sup>

Water charges are also calculated on a 20:80 ratio. During 2012, 68 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.

<sup>1</sup> Twenty-four per cent of electricity supplied by Airtricity is from renewable fuel sources (Airtricity billing information, 15/1/13).