

Irish Manuscripts Commission



ANNUAL REPORT
2017

IRISH MANUSCRIPTS COMMISSION

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Ireland

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Chairman's Report



Introduction

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

Since its foundation the Commission's primary remit has been the dissemination, preservation and promotion of the primary sources — in public and private ownership — for the history and cultural heritage of Ireland. In its previous strategic development plans, the Commission has reaffirmed its wish to provide advice to Government that would inform policy relating to the care, preservation and dissemination, in Ireland and worldwide, of primary source materials essential to the understanding of Ireland's past and to the writing of its history. In its forthcoming strategic development plan to cover the period 2018–2022, the Commission will reaffirm its commitment to this vision.

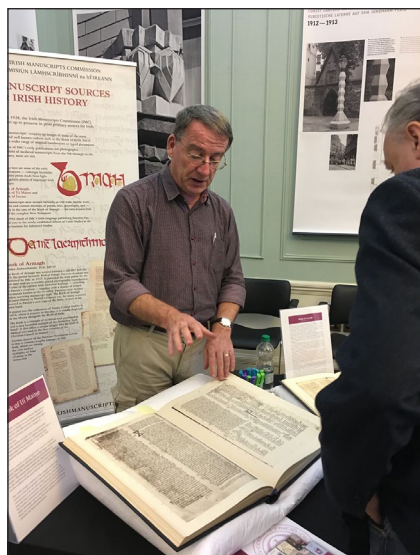
While 2017 was an important year for IMC in terms of its membership (see below under *Board, committees and subcommittees*) and the commencement of an important co-operative project with the National Archives of Ireland (see below under *1922 salvaged material project*), in many ways it was a busily routine year in terms of the business of publishing and promoting primary sources and also IMC participation in the work of other bodies operating in the archive sector.

IMC is represented on the steering group of the **Irish Archives Resource** (IAR — www.iar.ie), a free online service that enables archives throughout Ireland to upload their ISAD(G)-compliant collection descriptions to a web portal. Users of the IAR portal can search Irish archival collections across many different repositories similar to the Access to Archives (A2A) service in the National Archives of the United Kingdom. The impact of the IAR continues to grow through its web service, but also through its education resource packs (*The present duty of Irish women* and *Pledge ourselves and our people*) which are based exclusively on materials available from the collections listed in its web portal.

The Commission's participation since 2008 in **Culture Night** has provided IMC members with a very welcome opportunity to meet the public and explain what IMC does and what it contributes to cultural life in Ireland. On Friday 22 September 2017 visitors to 45 Merrion Square were provided with the opportunity to view an exhibition of publications, and to consult with IMC members including Ciara Breathnach, James Kelly, Dáibhí Ó Cróinín, Elva Johnston and myself, who were on hand to answer questions about IMC editions of primary sources and to advise on diverse aspects of record preservation and retention.

A rolling slide presentation on the foundation and work of the Commission was available in the lecture theatre adjacent to the display of IMC publications. It illustrated the range of sources published by IMC in the course of its long history and also gave a flavour of some of the exciting projects in which IMC is currently involved, such as the TCD-based project to make available online a searchable copy of the invaluable seventeenth-century source on land ownership — the Books of Survey and Distribution (see below *Books of Survey and Distribution project*) and the NAI-based project to examine and list the material rescued from





the aftermath of the destruction of the PROI in 1922 (see below under *1922 salvaged materials project* for more details).

All IMC members present at Culture Night regarded it as a pleasure and honour to outline the Commission's mission and work to the many visitors who were notably engaged with our display. Once again, the medieval publications section proved very popular and Professor Dáibhí Ó Cróinín and Dr Elva Johnston were on hand to explain the significance of the Patrician documents in the facsimile of the Book of Armagh, and the antiquity, as well as the important features of, the *Book of Uí Maine*. The expanded genealogy section commanded considerable interest and IMC members answered many queries regarding the genealogy sources on display. Once again Culture Night provided an opportunity to promote the IMC advice leaflet on the preservation of personal records, which is aimed at those private individuals interested in preserving their family records or wondering what to do with them.

Board, committees and subcommittees

Membership of IMC is drawn from the academic community and cultural institutions throughout Ireland. At the beginning of 2017 there were 20 member directors of the Irish Manuscripts Commission and three honorary members: James McGuire (Chairman), University College Dublin; Nicholas Canny, NUI Galway; Sandra Collins, National Library of Ireland; David Dickson, Trinity College Dublin; David Edwards, University College Cork; Chris Flynn, formerly of the Department of Culture, Heritage and the Gaeltacht; Greta Jones, Ulster University; James Kelly, Dublin City University; Michael Kennedy, Documents on Irish Foreign Policy, Royal Irish Academy; Máire Mac Conghail; John McCafferty, University College Dublin; John McDonough, National Archives of Ireland; Deirdre McMahon, Mary Immaculate College, Limerick; Donal Moore, former Waterford City Archivist; Thomas O'Connor, Maynooth University; Dáibhí Ó Cróinín, NUI Galway; Ruán O'Donnell, University of Limerick; Mary O'Dowd, Queen's University of Belfast; Jane Ohlmeyer, Trinity College Dublin; and Michael Willis, Public Record Office of Northern Ireland.

Early in 2017 the process to appoint new members to the Commission was put in train. Under the aegis of the Public Appointments Service (PAS) seventeen new member directors were appointed to the IMC Board. In addition to the three *ex-officio* members who will continue until 2020 and 2021 (Sandra Collins, National Library of Ireland, John McDonough, National Archives of Ireland and Michael Willis, Public Record Office of Northern Ireland), and including myself as Chair, the following were appointed to membership of IMC: Ciara Breathnach, University of Limerick; Liam Chambers, Mary Immaculate College, Limerick; Patrick Geoghegan, Trinity College Dublin; David Hayton, Queen's University of Belfast; Alvin Jackson, University of Edinburgh; Elva Johnston, University College Dublin; James Kelly, Dublin City University; Marian Lyons, Maynooth University; Máire Mac Conghail; Kate Manning, University College Dublin; Hiram Morgan, University College Cork; Nicola Morris; Thomas O'Connor, Maynooth University; Dáibhí Ó Cróinín, NUI Galway; Mary O'Dowd, Queen's University of Belfast; Jane Ohlmeyer, Trinity College Dublin.

To ensure continuity, some of these appointments are for five years while others are for three years.

The following were honorary members of the Commission in 2017: Professor Louis Cullen and Dr Brian Trainor. It is with sadness that I must record the death on 30 December 2017 of Professor Francis J. Byrne, a long-term member and honorary member of the Commission.

While operating on a business-as-usual basis until such time as new appointments were made, the ordinary pattern of meetings was understandably affected by the appointments process which started in January and concluded in July 2017. The Commission held three ordinary meetings in 2017 (in May, September and November) and the Annual General Meeting on 27 March.

Under the National Archives Act, 1986, not less than two members of IMC sit on the National Archives Advisory Council (NAAC). On 30 June 2017, Minister Heather Humphreys announced twelve appointments to the NAAC, including IMC members Ciara Breathnach and Hiram Morgan.

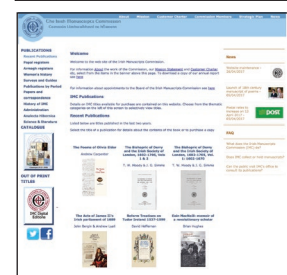
Editorial and Publications Committee

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 (EPC) to July 2017 were: James McGuire (Chairman), Nicholas Canny, David Edwards, James Kelly, Michael Kennedy, Máire Mac Conghail, Dáibhí Ó Cróinín, Mary O'Dowd and Jane Ohlmeyer. From July 2017 the members of the EPC were: John McCafferty (Chair), Ciara Breathnach, Alvin Jackson, James Kelly, Máire Mac Conghail, Nicola Morris, Mary O'Dowd, Dáibhí Ó Cróinín and Jane Ohlmeyer. The EPC members recommend proposals to the Commission for approval and monitor the progress of current publishing projects, of which there were 37 on 31 December 2017.

Preservation and Access Awareness Committee

The strategic development plan for 2012–2017 provided for the appointment of a Preservation and Access Awareness Committee (PAAC). Its remit includes liaising with like-minded statutory and voluntary bodies (including NAI, city and county archivists, Archives and Records Association, Ireland and Local Authority Archivists' Group) and, where possible, devising joint awareness campaigns and the development of a national policy. The Chair of the PAAC is Máire Mac Conghail.

Due to the uncertainty around the appointment of new members to the Commission, the PAAC did not meet in 2017. However, towards the end of the year the following members agreed to serve on the PAAC. A meeting will be convened early in 2018. I would like to thank IMC members who retired in 2017 for their contribution to the PAAC and in particular to thank the PAAC Chair for her commitment to raising awareness of preservation issues and the need for constant vigilance where records are at risk or access is denied. The members



of PAAC up to July 2017 were: Máire Mac Conghail (Chair), Nicholas Canny, Michael Kennedy, Deirdre McMahon, Donal Moore, Dáibhí Ó Cróinín, Mary O'Dowd and myself. The members who have agreed to serve on the PAAC going forward are: Máire Mac Conghail (Chair), Marian Lyons, Kate Manning and Mary O'Dowd.

Strategic Review Committee

A Strategic Review Committee (SRC) was formed towards the end of the year and it will meet early in the new year. Dr Attracta Halpin, Registrar of the National University of Ireland, has agreed to Chair the Committee, which will draft a strategic development plan for IMC for the period 2018–2022. The members of the SRC are: Attracta Halpin (Chair), John McDonough, Alva Johnston, Thomas O'Connor, Nicola Morris, Marian Lyons, Cathy Hayes and myself.

Staff

The Commission has one permanent employee, Dr Cathy Hayes, Administrator, who was appointed in July 2006. Ms Judith O'Brien and Dr Melinda Lyons provide administrative assistance on a contract for service basis.

Services

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

During 2017 IMC increased its activity on social media. IMC's following on Twitter continued to expand and its activity on Facebook has also grown during the year. I would hope that in the years ahead IMC will continue to build bridges to new communities of users through such social media and to respond to the demand for new ways of promoting awareness of both IMC publications and the wider work of the Commission in relation to preservation of records.

IMC advertised in a wide range of print publications during 2017. Advertising continued in each issue of *History Ireland* and *Books Ireland*, as well as the Ulster Historical Foundation's *Family Directory* and its genealogy road trips to the USA and Australia–New Zealand; these are at the heart of the promotion of IMC publications to the communities of professional and amateur historians, librarians and genealogists/family historians respectively. Targeted adverts were also placed in: *Renaissance Quarterly*; *Irish Arts Review*; *Irish Roots* magazine; *Senior Times* magazine; *Travel Ireland*; and a dedicated flyer was distributed in the conference packs at the Jacobite conference which took place in Maynooth

University in June. The publication of Professor Andrew Carpenter's edition *The poetry of Olivia Elder* — the daughter of a late seventeenth-century Presbyterian minister from Aghadowey near Coleraine — resulted in a lot of interest, from a newspaper local to where Olivia Elder lived (the *Ballymoney Chronicle*) to a feature article in *History Ireland*. Advertising is of great importance in promoting IMC publications among established and new audiences in Ireland and overseas.

IMC 'Digital Editions'

IMC continued its programme of improvement of its Digital Editions service in 2017. A new search and read interface, based on the Internet Archive (<https://archive.org>) 'read-online' format will improve user experience and interaction with IMC Digital Editions. It is envisaged that the new interface will allow simultaneous searching across all digitized IMC editions as well as searching within an edition. This work was delayed in 2017 by the need to redevelop the architecture of the IMC website. It will resume in 2018 when the new IMC website is rolled out.

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



Books of Survey and Distribution project

In 2017 work continued on this important project. In June 2016, a contract was signed between IMC and the School of Histories and Humanities, Trinity College Dublin, to deliver in 2018 an online, searchable, digitized version of the 20-volume Books of Survey and Distribution (BSD), held at the National Archives of Ireland (Quit Rent Office set). This resource will be available to search free for users anywhere in the world. It will build on the existing Down Survey website (downsurvey.tcd.ie) to give access to 'a major primary source whose value for historians, genealogists, and place-names experts is proven' (*IMC Strategic Development Plan, 2012–2017*, p. 14). A workshop to road-test the new BSD search facility is anticipated early in the new year before the project concludes at the end of March 2018. IMC will also publish a multi-volume print edition of the transcribed text of the manuscript volumes. This joint project exemplifies co-operation between IMC as publisher, and in this case funder, and external agents with the skills to make primary sources available on a searchable online platform.

1922 salvaged materials project

In June 2017 the Irish Manuscripts Commission announced a joint project with the National Archives of Ireland to examine 221 bundles of material recovered from the Public Record Office of Ireland (PROI) after its destruction in 1922, but never examined in detail before now.

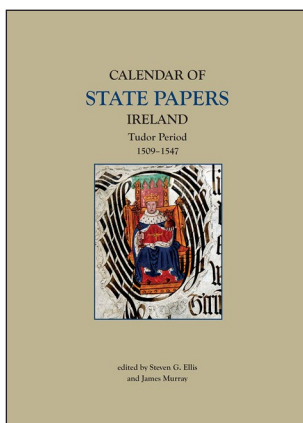
The conservation assessment and listing of these bundles will open up some of the collections for research and further inquiry and also enable the prioritisation of further conservation. A hard copy catalogue of the salvaged material will be published by IMC to further increase awareness of this material. The catalogue will also be made available online. Dr Hayes and myself visited the conservation suite at the NAI on 6 November 2017 and were impressed by the extent of the material involved, the dedication of the staff there to the project and the potential for historical research.

The destruction of the PROI in 1922 was a seminal event in Irish history. It caused the obliteration of significant tranches of Irish records and had a devastating impact on the writing of Irish history. IMC involvement in this project is in some ways the story coming full circle as this catastrophic event was the catalyst for the establishment of the Irish Manuscripts Commission by W. T. Cosgrave and the Executive Council six years later in 1928.

Publications

In the course of 2017 four new editions of primary sources were published as well as an issue of the IMC serial publication *Analecta Hibernica*. In addition, one of the decade of centenary commemorative editions – first published in 2017 – was reprinted.

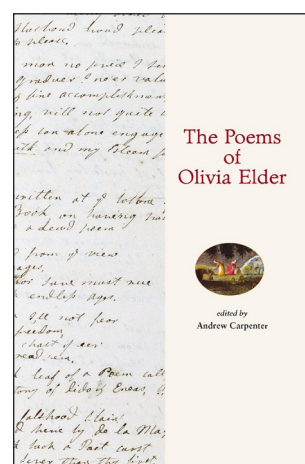
Calendar of State Papers, Ireland, Tudor period, 1509–1547



Edited by Professor Steven Ellis and Dr Jim Murray, this penultimate volume of the New Series published by IMC covers the reign of Henry VIII. The state papers calendared in this volume are preserved in the National Archives in London. The record class SP 60 (State Papers Ireland Henry VIII) is one of the richest historical sources for Irish affairs during the reign of the most infamous Tudor monarch. This new, updated calendar provides summaries of every document in the collection, together with a full set of archival and bibliographical references. The calendar serves not only as a guide to researchers intending to work with the original material but, in itself, also reveals much about the key historical events of the period, including the fall of the house of Kildare, the early Reformation in Ireland, and the attempts of successive English viceroys to incorporate the Gaelic chieftains and their lordships into the English polity in Ireland.

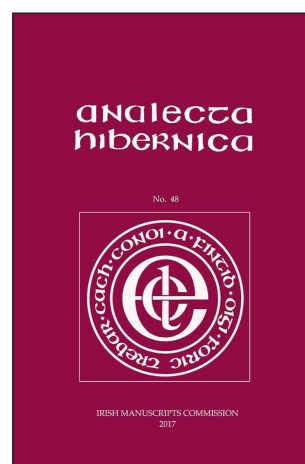
The poetry of Olivia Elder

Edited by Professor Andrew Carpenter, this edition of the poetry of Olivia Elder (1735–1780) preserves in print a rare view of country life in late-eighteenth century rural Ulster from the perspective of a woman. Olivia Elder was the daughter of a prominent New Light Presbyterian minister, John Elder, who ministered to the congregation at Aghadowey near Coleraine. The family income was supplemented through farming and details from everyday life on a farm and explorations of the implications of Presbyterian theology both appear in the verse of Olivia Elder. Her verse covers a remarkable range of subjects in a considerable variety of poetic styles including epistles, elegies, a pastoral poem, an ode, some songs, many pieces of occasional verse and several outspoken satires referring directly to places and persons she knew. She also produced a parodic verse in Ulster Scots. Though Olivia Elder's work compares very favourably with that of other women poets writing in England and America at the time, her outspokenness and the vividness of her imagery make her poems stand out strongly even in that company. Hers is a highly distinctive, female voice and one that invites us to look again at cultural life in eighteenth-century Ulster. The poems of Olivia Elder have survived as a manuscript in the collections of the National Library of Ireland as NLI, MS 23254. This is the first publication of that manuscript.



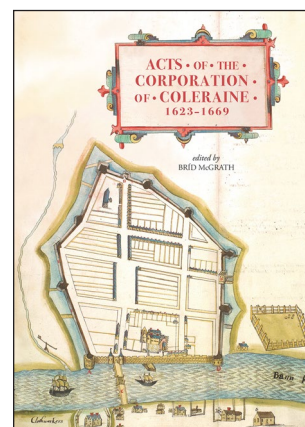
Analecta Hibernica, no. 48

This issue of the Commission's serial publication contained the following contributions: 'Robert Cowley's 'A discourse of the cause of the evil state of Ireland and the remedies thereof', c. 1526' (presented by David Heffernan); 'Sir Barnaby O'Brien's Irish revenues: Thomond rent, 1629 and Carlow tenants 1639' (presented by Brian Mac Cuarta); 'Additional Patrick Darcy papers: correspondence and legal opinions, 1632, 1661–62' (presented by Bríd McGrath); 'Financial accounts of Thomas Wentworth, Earl of Strafford, and Sir George Radcliffe, 1639–40' (presented by Fiona Pogson); and 'The library of a seventeenth-century Irish physician — Charles Willoughby, MD, c. 1630–1694' (presented by K. Theodore Hoppen). This issue also includes the Commission's report to the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs for 2016. I would like again to express our gratitude and appreciation to the editor of *Analecta Hibernica*, Professor James Kelly, who has over the past fourteen years brought the Commission's serial publication onto a regular publishing schedule.



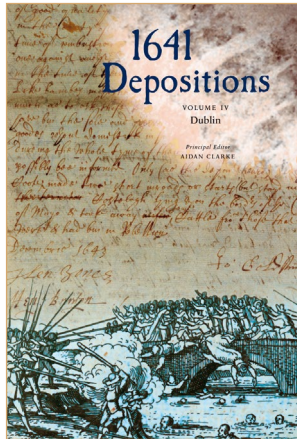
Act Book of the Corporation of Coleraine, 1623–1669

This meticulously edited edition, prepared by Dr Bríd McGrath, shows that for the ten years prior to 1623 all significant decisions regarding Coleraine's development and administration were taken in London; after this time Coleraine's Common Council had greater scope to direct the expansion of the town and create a new urban centre and community in the north of Ireland. This edition provides a complete listing of the membership of the Common Council and a full account of their decisions. The manuscript is interesting because it records the Council's attempts to control trade, its relationship with the merchant community and the



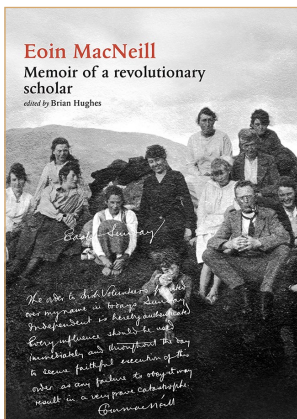
military, its methods of raising taxes, its response to the upheavals of the 1640s, adjustment to the Commonwealth and the Restoration. As well as more formal business, it reflects the councillors' concern with their own interests and social status, including the annual mayoral elections and their precedence within the Council, but also their acquisition of status symbols such as official dress and town silver. This manuscript has never before been published and we are grateful to Lord Waterford for making it available for publication.

1641 Depositions, vol. IV: Dublin



This the fourth volume in the twelve-volume edition of the *1641 Depositions* for which Professor Aidan Clarke is the principal editor. The *1641 Depositions* are witness testimonies mainly by Protestants, but also by some Catholics, from all social backgrounds, concerning their experiences of the 1641 Irish rebellion. What was to become the Dublin deposition book was originally planned as a documentary narrative of the outbreak of the rebellion. The Dublin depositions are distinctive in two ways. Because city residents had invested widely in property outside the county and because refugees sometimes gave Dublin addresses, the losses they report are countrywide. And because Dubliners began to use the depositions as a way of registering complaints a vivid picture emerges of a city under extreme stress.

Eoin MacNeill: memoir of a revolutionary scholar



Eoin MacNeill's memoir, written in the 1930s, covers his early childhood in Co. Antrim, his education in Dublin and his subsequent involvement in the language revival movement and in nationalist politics. It ends shortly after 1925 with his return to scholarship. Edited by Dr Brian Hughes this edition was part of IMC's contribution to the decade of centenaries and was first published in September 2016. It is very pleasant to report that this edition was reprinted at the beginning of 2017 as the original print run had sold out.

Planning for 2018

Towards the end of 2017 several editions were close to publication, but not yet at the printers. The following editions will appear in the early part of 2018: *Poema de Hibernia: a Jacobite Latin epic on the Williamite wars*, edited by Pádraig Lenihan and Keith Sidwell; *Calendar of Papal Registers, Papal Letters, vol. xxiii, part 1, Clement VII (1523–1534), Lateran Registers*, edited for publication by Alan Macquarrie; and *The Act Book of the diocese of Armagh, 1518–1522* edited by John McCafferty.

Launches in 2017

There were three launches in 2017: in March, April and November. Two of the launch receptions were held in the rooms of the Irish Architectural Archive (IAA) with which IMC shares accommodation at No. 45 Merrion Square. We are very grateful to IAA for help and support on these occasions. The reception for the launch of the Olivia Elder edition was held in the Royal Irish Academy.

On 3 March the formal launch took place for the latest two volumes in the New Series Calendar of State Papers Ireland for the Tudor period. Though available since 2016, Professor Colm Lennon's calendar of state papers for the reign of Edward VI was launched alongside the latest calendar to be published, that for Henry VIII edited by Professor Steven Ellis and Dr James Murray. Launching the two volumes, the General Editor of the series, Professor Nicholas Canny commented how both calendars repaid careful reading and he commended the editors for their pain-staking work in producing them. At what was a very warm and convivial launch, all of the editors spoke of their delight at completing their work and bringing the series ever closer to completion.

On 4 April, the launch of Professor Andrew Carpenter's edition of the poems of Olivia Elder took place in the Royal Irish Academy on Dawson Street. Professor Sarah Prescott, Principal of UCD College of Arts and Humanities, launched the edition to an appreciative audience. Having worked on the manuscript for her paper on women poets writing in eighteenth-century Ireland, Scotland and Wales, Professor Prescott was uniquely placed to comment on the value of this manuscript. Quoting from the poems, Professor Prescott illustrated glimpses of the author's lonely, satirical and slightly grumpy personality, but also the constant balance between Olivia Elder's wish to write poems and her domestic duties. She outlined the various contexts in which the poems could be read: as a record of Ulster Presbyterian life, of life in a rural setting and as the work of a woman poet. Concluding her remarks Professor Prescott observed how very little writing by Ulster women had survived and she thanked Professor Carpenter for transcribing the manuscript and the Irish Manuscripts Commission for publishing it. Responding to Professor Prescott, Professor Carpenter commended the edition to the audience saying it was not just a source for social history but also cultural history and an occasion to celebrate that in such a remote part of Ireland poetry and culture had been so important to people. Dr Linde Lunney, a native of the area where Olivia Elder had lived, completed the evening by reading three poems from the book and brought the language and rhymes alive to the delight of the gathering.

On 30 November a joint launch was held for two seventeenth-century editions published in October: *Act Book of the Corporation of Coleraine 1623–1668*, edited by Dr Bríd McGrath and *1641 Depositions, vol. IV: Dublin*, principal editor Professor Aidan Clarke. Launching Dr McGrath's edition, Dr David Edwards commended her for her careful scholarship and emphasised the richness of information available from careful reading of this manuscript. In his speech launching the fourth volume in the 1641 Depositions series, Professor Colm Lennon also complimented the 1641 project team, many of whom were present at the launch, on the wonderful and detailed information which they had made available for the experiences of victims of the 1641 Rebellion, not just for Dublin, but for all parts of Ireland.



Finance

As in previous years, I would like to acknowledge the funding that IMC received in 2017 from the Department of Culture, Heritage and the Gaeltacht (Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs to July 2017). Without the grant provided by the Department, IMC could not carry out its remit. This annual funding crucially underpins IMC's publication programme. While the annual grant was reduced in recent years, it is important to consider restoring it to former levels as the economy recovers.

Department of Culture, Heritage and the Gaeltacht

I would also like to pay tribute here to the members of the Cultural Institutions Unit who have liaised with IMC on behalf of the Department in 2017, in particular Mr John Kennedy and Mr Colm Lundberg. We look forward to continuing to work with the Department in order to fulfil IMC's remit as a publisher of primary sources for Irish histories and cultures as well as developing IMC's position as an important link between the cultural heritage community and the wider community of humanities researchers.

Professor James McGuire, Chairman of the Irish Manuscripts Commission, 2003–2017



*James McGuire, IMC Chairman 2003–2017,
at the launch of two calendars in the CSPI
series in March 2017.*

I wish to pay particular tribute to the work of my predecessor, James McGuire, 9th Chair of the IMC. During his term of office major changes occurred and, indeed, challenges arose in the running of the IMC. These included the Commission's incorporation as a Company Limited by Guarantee in 2006, developments such as web sales and digitisation of the back list, participation in Culture Night from 2008 to the present, launches outside Dublin, implementing two strategic development plans (2008–2011 and 2012–2016) as well as dealing with the manifold fiscal and organisational challenges of the economic downturn since 2008. During his chairmanship, 11 issues of *Analecta Hibernica* were edited by Professor James Kelly and 48 editions of manuscript sources appeared in 52 volumes. It is fair to say that his term was marked by creativity, vigour and ambition as well as tact and patience. I, and my fellow Commissioners, have the deep honour of inheriting from him a body with a lively publication schedule, a thriving list of forthcoming projects and one ready to engage with the demands of an increasingly digital publishing world. James McGuire's service to the IMC and also to the Dictionary of Irish Biography and to his many students and colleagues at UCD has been, in every respect, selfless and excellent.

Conclusion

I wish to record my particular appreciation of the work and commitment since her appointment in 2006, and not least in 2017, of the Commission's administrator, Dr Cathy Hayes.

In conclusion, I must reiterate what my predecessor has 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.

John McCafferty
Chairman
February 2018

Company Information



Directors

John McCafferty	(Appointed Chairperson 11 July 2017)
James Ivan McGuire (Chairperson)	(Resigned 10 July 2017)
Ciara Breathnach	(Appointed 11 July 2017)
Nicholas Patrick Canny	(Resigned 10 July 2017)
Liam Chambers	(Appointed 11 July 2017)
Sandra Collins	
David Dickson	(Resigned 10 July 2017)
David Edwards	(Resigned 10 July 2017)
Chris Flynn	(Resigned 10 July 2017)
Patrick Geoghegan	(Appointed 11 July 2017)
David William Hayton	(Appointed 11 July 2017)
Thomas Alvin Jackson	(Appointed 11 July 2017)
Elva Johnston	(Appointed 11 July 2017)
Greta Jones	(Resigned 10 July 2017)
James Kelly	(Appointed 11 July 2017)
Michael Kennedy	(Resigned 10 July 2017)
Mary Ann Lyons	(Appointed 11 July 2017)
Máire Mac Conghail	(Appointed 11 July 2017)
Kate Manning	(Appointed 11 July 2017)
John McDonough	
Deirdre McMahon	(Resigned 10 July 2017)
Donal Moore	(Resigned 10 July 2017)
Hiram Morgan	(Appointed 11 July 2017)
Nicola Morris	(Appointed 11 July 2017)
Thomas O'Connor	(Appointed 11 July 2017)
Dáibhí Ó Cróinín	(Appointed 11 July 2017)
Ruán O'Donnell	(Resigned 10 July 2017)
Mary O'Dowd	(Appointed 11 July 2017)
Jane Ohlmeyer	(Appointed 11 July 2017)
Michael Willis	

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



Directors' Report to the members of the *Irish Manuscripts Commission Limited*
The directors present their report and the financial statements for the year ended 31 December 2017.

Directors' Report to the members of the Irish Manuscripts Commission

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

The Irish Manuscripts Commission is currently drafting a new strategic development plan to cover the period 2018–2022. The new plan will build on previous strategies for achieving IMC's vision relating to the publication of primary sources and promoting awareness of, and access to, primary source materials for the histories, cultures and heritage of Ireland. It will reaffirm IMC's strategic priorities based on: improving awareness of and access to primary sources; continuing to act as an expert advisor on issues relating to manuscripts and primary sources generally; and digitising its backlist while also addressing the long term preservation of the digital resources created.

Future Development

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

Results

The deficit for the year after providing for depreciation amounted to €27,590 (2016 – deficit €46,785).

Research and Development

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

State of Affairs

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

Directors, Secretary and their Interests

The directors and secretary who served during the year were:

Directors

John Mc Cafferty	(Appointed Chairperson 11 July 2017)
James Ivan McGuire	(Resigned as Chairperson 10 July 2017)
Ciara Breathnach	(Appointed 11 July 2017)

Nicholas Patrick Canny	(Resigned 10 July 2017)
Liam Chambers	(Appointed 11 July 2017)
Sandra Collins	
David Dickson	(Resigned 10 July 2017)
David Edwards	(Resigned 10 July 2017)
Chris Flynn	(Resigned 10 July 2017)
Patrick Geoghegan	(Appointed 11 July 2017)
David William Hayton	(Appointed 11 July 2017)
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Máire Mac Conghail	(Appointed 11 July 2017)
Kate Manning	(Appointed 11 July 2017)
John McDonough	
Deirdre McMahon	(Resigned 10 July 2017)
Donal Moore	(Resigned 10 July 2017)
Hiram Morgan	(Appointed 11 July 2017)
Nicola Morris	(Appointed 11 July 2017)
Thomas O'Connor	(Appointed 11 July 2017)
Dáibhí Ó Cróinín	(Appointed 11 July 2017)
Ruán O'Donnell	(Resigned 10 July 2017)
Mary O'Dowd	(Appointed 11 July 2017)
Jane Ohlmeyer	(Appointed 11 July 2017)
Michael Willis	

Company Secretary

Cathy Hayes

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

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

Political contributions

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

Directors' responsibilities

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

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

Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the

profit or loss of the company for the financial year and otherwise comply with the Companies Act 2014.

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

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and profit or loss of the company to be determined with reasonable accuracy, enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be audited. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accounting records

The measures taken by the directors to ensure compliance with the requirements of Sections 281 to 285 of the Companies Act 2014 regarding adequate accounting records are the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise, and the provision of adequate resources to the financial function. The accounting records are maintained at 45 Merrion Square, Dublin 2.

Principal risks and uncertainties

The principal risks and uncertainties affecting the Irish Manuscripts Commission are continued funding from the Department of Culture, Heritage and the Gaeltacht. IMC has to date received an annual budget which has enabled it to fulfil its primary remit of publication, but the post 2008 economic downturn is a reminder that adequate funding is always at risk.

Statement on relevant audit information

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

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

Auditors

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

On behalf of the Board

John McCafferty

Director

27 February 2018

Máire Mac Conghail

Director

27 February 2018

**Independent
Auditors'
Report**



Report on the audit of the financial statements

Opinion

We have audited the financial statements of The Irish Manuscripts Commission for the year ended 31 December 2017, which comprise the Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows, the Statement of Changes in Funds and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is Irish law and Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the company as at 31 December 2017 and of its results for the year then ended; and
- have been properly prepared in accordance with the relevant reporting framework and, in particular the requirements of the Companies Act 2014.

Basis of Opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which ISAs (Ireland) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The directors are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we

Independent Auditors' Report to the members of the Irish Manuscripts Commission

have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2014

Based solely on the work undertaken in the course of the audit, we report that:

- in our opinion, the information given in the Directors' Report is consistent with the financial statements; and
- in our opinion, the Directors Report has been prepared in accordance with applicable legal requirements.

We have obtained all the information and explanations which we consider necessary for the purposes of the audit.

In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited, and financial statements are in agreement with the accounting records.

Matters on which we are required to report by exception

Based on the knowledge and understanding of the Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

The Companies Act 2014 requires us to report to you if, in our opinion, the disclosures of the directors' remuneration and transactions required by sections 305 to 312 of the Act are not made. We have nothing to report in this regard.

Respective responsibilities

Responsibilities of directors for the financial statements

As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the IAASA's website at: [https://www.iaasa.ie/Publications/ISA-700-\(Ireland\)](https://www.iaasa.ie/Publications/ISA-700-(Ireland)). The description forms part of our Auditor's Report.

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

The purpose of our audit work and to whom we owe our responsibilities

This report is made solely to the Company's members, as a body, in accordance with Section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the Company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Timothy F. Carthy

For and on Behalf of Duignan Carthy O'Neill

Chartered Accountants and Registered Auditors

84 Northumberland Road

Dublin 4

Date: 27 February 2018

Audited Accounts



INCOME AND EXPENDITURE ACCOUNT

Income and Expenditure Account for the year ended 31 December 2017

			Continuing operations
		2017	2017
		2016	
	Notes	€	€
Income – Book sales	4	18,712	17,205
Royalties		2,004	2,173
Project Cost of sales		<u>(71,043)</u>	<u>(56,123)</u>
Operating (deficit)		(50,327)	(36,745)
 Department of Culture, Heritage, and the Gaeltacht (D/CHG)	 5		
- Annual Grant		235,000	181,680
- Commentarius		6,329	11,709
Sundry income		1,255	1,003
Non monetary rental services donated		(40,900)	
Non monetary rental charge		<u>(40,900)</u>	—
Administration expenses		(75,442)	(73,824)
Editorial & publishing expenses		(71,283)	(72,690)
Office expenses		(42,150)	(34,822)
Special Projects Funding		(30,983)	(23,147)
 (Deficit) for the year	 6	 <u>(27,601)</u>	 <u>(46,836)</u>
 Interest receivable and similar income		 <u>11</u>	 <u>51</u>
 Retained Income/(Expenditure) for the year	 16	 <u><u>(27,590)</u></u>	 <u><u>(46,785)</u></u>

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

BALANCE SHEET
Balance Sheet as at 31 December 2017

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

		2017	2016
	Notes	€	€
Fixed Assets			
Tangible assets	8	9,145	12,426
Current Assets			
Stocks	10	17,784	25,994
Debtors	11	10,311	13,955
Cash at bank and in hand	12	<u>195,390</u>	<u>205,553</u>
		<u>223,485</u>	<u>245,502</u>
Creditors: amounts falling			
due within one year	13	(17,763)	(9,142)
Deferred income	14	<u>(6,247)</u>	<u>(12,576)</u>
		<u>(24,010)</u>	<u>(21,718)</u>
Net Current Assets		<u>199,475</u>	<u>223,784</u>
Total Assets Less Current Liabilities		<u>208,620</u>	<u>236,210</u>
Capital and Reserves			
Capital Contribution	15, 17	154,831	154,831
Income and Expenditure Account	15	<u>53,789</u>	<u>81,379</u>
Funds	16	<u>208,620</u>	<u>236,210</u>

The financial statements were approved by the Board on 27 February 2018 and signed on its behalf by:

John McCafferty
Director

Máire Mac Congail
Director

STATEMENT OF CHANGES IN FUNDS

Statement of changes in funds for the financial year ended 31 December 2017

	Income and Expenditure account	Capital Contribution	Total Equity
	€	€	€
At 1 January 2017	81,379	154,831	236,210
Loss retained for the year	<u>(27,590)</u>	<u>—</u>	<u>(27,590)</u>
At 31 December 2017	<u><u>53,789</u></u>	<u><u>154,831</u></u>	<u><u>208,620</u></u>

In respect of prior year:

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

CASH FLOW STATEMENT

Cash Flow Statement for the year ended 31 December 2017

	2017	2016
	€	€
Cash flow from operating activities		
Deficit for year	(27,160)	(46,836)
Adjustments for:		
Depreciation	10,486	3,127
Decrease/(increase) in stocks	8,210	4,948
(Increase)/decrease in debtors	3,644	(5,484)
(Decrease)/increase in creditors	(8,621)	(12,549)
Deferred income	<u>(6,329)</u>	<u>(11,709)</u>
Net cash generated from operating activities	<u><u>(2,869)</u></u>	<u><u>(68,503)</u></u>
Cash flow from investing activities		
Interest received	11	51
Capital expenditure	<u>(7,305)</u>	<u>(3,228)</u>
Net cash (outflow)/inflow from investing activities	<u><u>(7,294)</u></u>	<u><u>(3,177)</u></u>
Net cash flow from financing activities	—	—
Net (decrease) in cash and cash equivalents in the year	<u><u>(10,163)</u></u>	<u><u>(71,680)</u></u>
Reconciliation of net cash flow to movement in net debt		
(Decrease) in cash and cash equivalents in the year	(10,163)	(71,680)
Cash and cash equivalents at 1 January 2017 12	<u>205,553</u>	<u>277,233</u>
Cash and cash equivalents at 31 December 2017 12	<u><u>195,390</u></u>	<u><u>205,553</u></u>

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2017

1. General information

The Irish Manuscripts Commission is a company limited by guarantee, incorporated in the Republic of Ireland, with a registered number of 414351, and with its registered address at 45 Merrion Square, Dublin 2.

2. Accounting Policies

2.1. Basis of preparation

The financial statements are prepared on the going concern basis and comply with the financial reporting standards of the Financial Reporting Council [and promulgated by Chartered Accountants Ireland] including FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS 102”) and the Companies Act 2014.

The financial statements are prepared in Euro which is the functional currency of the company.

2.2. Income

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

2.3. Financial Instruments

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

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

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

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

2.4. Company Name

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

2.5. Tangible fixed assets and depreciation

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

- Fixtures, fittings and computers – 20%

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

2.6. Stock

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

2.7. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year, to a personal retirement savings account (PRSA). The cost of contributing to a personal pension savings scheme is on the basis of a constant percentage of earnings and is charged to the income and expenditure account over the service life of the employee.

2.8. Rental Services

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

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

2.9. Taxation

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

2.10. Government grants

Grants are recognised using the accruals model when there is reasonable assurance that the grant will be received, and all attaching conditions will be complied with. Grants towards capital expenditure are released to the income and expenditure account over the expected useful life of the assets. Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred.

3. Judgements and key sources of estimation uncertainty

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

Going Concern

The directors consider it appropriate to prepare the financial statements on a going concern basis. Accordingly, these financial statements do not include any adjustments to the carrying amounts and classification of assets and liabilities that may arise if the company was unable to continue as a going concern.

Stock Valuation

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

Rental Service Donations

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

4. Income

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

5. Department of Culture, Heritage and the Gaeltacht Grant (from July 2017)

	2017	2016
	€	€
Annual Grant	235,000	181,680
Commentarius	6,329	11,709
	<u>241,329</u>	<u>193,389</u>

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

6. Net income/(expenditure) for the year

	2017	2016
	€	€
The net Income/(Expenditure) for the year is stated after charging:		
Depreciation of tangible assets	<u>10,586</u>	<u>3,127</u>

7. Employees

Number of employees

The average monthly numbers of employees during the year were:

	2017	2016
	Number	Number
Number of employees	<u>1</u>	<u>1</u>

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

	2017	2016
	€	€
Salaries (including administrative assistance)	85,006	85,956
Pension	5,995	5,995
Social welfare costs (including administrative assistance)	<u>8,574</u>	<u>8,732</u>
	<u>99,575</u>	<u>100,683</u>

8. Tangible assets

	Fixtures & fittings	Total
Cost	€	€
At 1 January 2017	48,186	48,186
Additions	<u>7,305</u>	<u>7,305</u>
At 31 December 2017	<u>55,451</u>	<u>55,451</u>
Depreciation		
At 1 January 2017	35,720	35,720
Charge for the year	<u>10,586</u>	<u>10,586</u>
At 31 December 2017	<u>46,306</u>	<u>46,306</u>
Net book values		
At 31 December 2017	<u>9,145</u>	<u>9,145</u>
At 31 December 2016	<u>12,426</u>	<u>12,426</u>

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

9. Pension costs

Pension costs amounted to €5,995 (2016 – €5,995).

10. Stocks

	2017	2016
	€	€
Finished goods – Books	<u>17,784</u>	<u>25,994</u>

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

11. Debtors: amounts falling due within one year

	2017	2016
	€	€
Prepayments and accrued Income	<u>10,311</u>	<u>13,955</u>

12. Cash at bank and in hand

	2017	2016
	€	€
Current Account	34,078	95,567
Deposit Account Special Projects	127,240	98,045
Deposit Account Non Grant Income	34,034	11,888
Petty cash	<u>38</u>	<u>53</u>
	<u>195,390</u>	<u>205,553</u>

13. Creditors: amounts falling due within one year

	2017	2016
	€	€
Other taxes and social security costs – PAYE/PRSI	7,163	(4)
Accruals	<u>10,600</u>	<u>9,146</u>
	<u>17,763</u>	<u>9,142</u>

14. Deferred income

	2017	2016
Government grants	€	€
At 1 January	12,576	24,285
Released in year	<u>(6,329)</u>	<u>(11,709)</u>
At 31 December	<u>6,247</u>	<u>12,576</u>

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

15. Reserves

	Income and Expenditure account	Capital Contribution	Total
	€	€	€
At 1 January 2017	81,379	154,831	236,210
Net Income/(Expenditure) for the year	(27,590)	—	(27,590)
At 31 December 2017	<u>53,789</u>	<u>154,831</u>	<u>208,620</u>

16. Reconciliation of movements in funds

	2017	2016
	€	€
Net Income/(Expenditure) for the year	(27,590)	(46,785)
Opening members' funds	<u>236,210</u>	<u>282,995</u>
	<u>208,620</u>	<u>236,210</u>

17. Capital contribution

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

18. Related party transactions

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

The company have agreed with the Office of Public Works that no rent will be payable for the use of office space. Under FRS 102 a market value of €40,900, less an expense of €40,900 has been recognised in the 2017 (2016: €33,453) financial statements as a non exchange donated service.

19. Key management personnel compensation

There was no compensation paid to key management personnel during the year ended 31 December 2017.

20. Post Balance Sheet events

There have been no significant events affecting the company since the year end and the directors do not envisage any substantial changes to the nature of the business.

21. Ultimate controlling party

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

ANNUAL ENERGY EFFICIENCY REPORT 2017

Overview of energy usage in 2017

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

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

In 2017, the Irish Manuscripts Commission consumed 45.6 MWh of energy, consisting of:

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

Water charges are also calculated on a 20:80 ratio. During 2017, 194 cubic metres of water were used *in the whole building*.

Energy performance

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

¹ SSE Airtricity Fuel Mix Disclosure: January 2017 to December 2017; 100% of electricity supplied by SSE Airtricity is from renewable sources (in SSE Airtricity billing information, 20/11/17).