



IRISH MANUSCRIPTS COMMISSION



ANNUAL REPORT

2006



*Prudent is he who
maintains his inheritance
entire as he finds it*

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CHAIRMAN'S REPORT

INCORPORATION

The Irish Manuscripts Commission (IMC), which was established by warrant in 1928, was incorporated as a company limited by guarantee on 24 January 2006. This followed a comprehensive review in 2003–4 of all aspects of the Commission's remit and activities. The independent review, carried out by CHL Consulting at the request of the Minister for Arts, Sport and Tourism, strongly endorsed the work of the Commission since its foundation and recommended various ways in which the IMC should develop in the future; it advised that the Commission be reconstituted as a limited company. This incorporation has given IMC a framework within which to operate on a corporate level, while providing a stable basis for the Commission to develop and go forward.

BOARD

On 7 April 2006 the Minister for Arts, Sport and Tourism, John O'Donoghue T.D., appointed 21 members/directors to the board of the new company. The members are drawn from the academic community and cultural institutions throughout Ireland and the appointments have invigorated the Commission. Under the new board 2006 has been a very successful year, with six substantial books being added to the IMC list of publications.

In 2006 the board of the Commission consisted of the following 21 members: James McGuire (Chairman); Maurice Bric, University College Dublin; Nicholas Canny, Moore Institute, NUI Galway; David Craig, Director, National Archives of Ireland; Mary Daly, University College Dublin; David Dickson, Trinity College, Dublin; Mairead Dunlevy; David Edwards, University College Cork; Chris Flynn, Department of Arts, Sport and Tourism; James Kelly, St Patrick's College, Drumcondra; Michael Kennedy, Documents on Irish Foreign Policy, Royal Irish Academy; Máire Mac Conghail; John McCafferty, Mícheál Ó Cléirigh Institute, University College Dublin; Deirdre McMahon, Mary Immaculate College, Limerick; Aongus Ó hAonghusa, Director, National Library of Ireland; Thomas O'Connor, NUI Maynooth; Ruán O'Donnell, University of Limerick; Mary O'Dowd, Queen's University of Belfast; Jane Ohlmeyer, Trinity College, Dublin; Annagret Simms, University College Dublin; Gerry Slater, Director, Public Record Office of Northern Ireland. The following are honorary members of the Commission: Francis J. Byrne, Louis Cullen, Geoffrey Hand and Brian Trainor.

The directors of the National Library and the National Archives are ex-officio members of the Commission, as is the chief executive of the Public Record Office of Northern Ireland.

The Irish Manuscripts Commission is represented on the board of the National Archives Advisory Council. In 2006 Máire Mac Conghail and Mary Daly acted in this role.

STAFF

Following on from its incorporation as a company IMC recruited a permanent administrator. The administrator position is crucial as it provides continuity to the Commission and a professional interface with the many people (copyeditors, typesetters, printers, general public) contacting and working with IMC. Following an open competition in June 2006, Dr Cathy Hayes was appointed to the permanent position of Administrator commencing 1 August 2006. Dr Hayes had worked with the Commission from October 2004 on the basis of a contract for service arrangement with the Royal Irish Academy.

SERVICES

Since the establishment of its website in August 2004 contacts to IMC by e-mail, phone and letter post from members of the general public have increased year on year. These contacts are both national and international, regularly coming from Australia, New Zealand, the United States and continental Europe. As far as possible IMC endeavours to help inquirers in various ways, including access to material contained in earlier volumes of *Analecta Hibernica* (the Commission's serial publication) as well as access to Commission publications no longer in print.

Having worked throughout this year on raising its profile through advertising in popular history journals as well as through a book launch in Clonmel, IMC anticipates an increase in contacts regarding access to the information contained in, not only its newer publications, but also many of the seminal publications produced during the early years of the Commission's existence and not now available. IMC is in the process of developing a robust strategy that will enhance access to all of its publications.

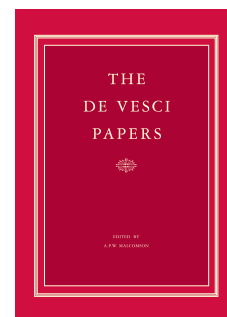
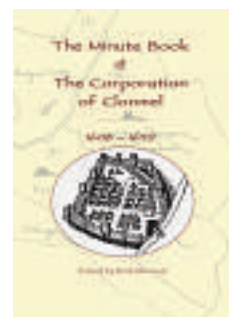
PUBLICATIONS

2006 saw a significant number of projects come to fruition that contributed directly to the increase in income from book sales in comparison with previous years, demonstrating that the work of the Commission is indeed appreciated by the general public who are interested in reading history.

The second edition of *The Convert Rolls* (edited by Eileen O'Byrne with additional material by Anne Chamney) went on sale in January 2006. This new edition of Eileen O'Byrne's 1981 calendar includes the annotated list of Fr Wallace Clare, prepared for publication by Anne Chamney. The new material complements and expands the value of the original work and is an invaluable aid for family history researchers and genealogists.

In February 2006, IMC published *The Minute Book of the Corporation of Clonmel, 1608–1649* edited by Bríd McGrath. This is the first in a series of seventeenth-century corporation books detailing urban communities and municipal government in the early modern period. Other books in the series are planned for Waterford city and Trim, Co. Meath. A reception to celebrate the publication of this book was held in Clonmel on 16 June 2006. The Mayor of Clonmel, Cllr Niall Dennehy, formally launched the book to an appreciative audience on one of the hottest days of the summer in the airy first floor room of the beautifully restored Mainguard.

The De Vesce Papers, edited by Anthony Malcomson, was published in May. These papers are one of the most significant family archives in public ownership in Ireland and this calendar will assist all who wish to use the collection, now held in the National Library, which pertains to the Vesey estates in Ireland and various locations in England.



July 2006 saw the publication of two significant titles: the 39th issue of IMC's serial publication *Analecta Hibernica* and the long awaited *Court of Claims. Submissions and evidence, 1663*, edited by Geraldine Tallon.

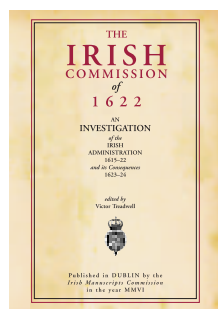
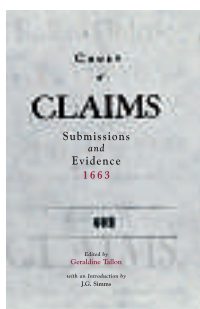
Analecta Hibernica, the first number of which was published in 1930, provides a crucial platform for printing smaller collections of important primary sources for Irish history and culture. This particular volume, *Analecta Hibernica*, no. 39, includes a calendar of documents relating to medieval Ireland in the Series of Ancient Deeds in the UK National Archives; details of a hosting held at the Hill of Tara in 1593; three eighteenth-century surveys of County Wicklow; and the journal of Abigail Boles, a Quaker preacher who travelled in America between 1725 and 1727.

There was much anticipation surrounding the publication of Geraldine Tallon's edition of *The Court of Claims. Submissions and evidence, 1663*. The Court of Claims was appointed by Charles II under the terms of the Act of Settlement of 1662. The submissions and evidence presented before the court were recorded in a manuscript, which has resided in Armagh Public Library; it is an essential guide to landownership in Ireland in the seventeenth century. This beautifully presented edition includes extensive indices of personal and place names and represents an invaluable resource for family historians.

2006 closed on a high note with the publication of Victor Treadwell's edition of *The Irish Commission of 1622. An investigation of the Irish administration 1615–22, and its consequences 1623–24*. Appointed by James I, the Irish Commission of 1622 investigated the political, religious and administrative state of Ireland. Its reports and related documentation include detailed analyses of the impact of the large Elizabethan and Jacobean plantations in Munster and Ulster and of the smaller English and Scottish settlements elsewhere. The commissioners also examined the position of the established church, the Irish customs and the legal reforms required in the Irish judicial system. This volume brings together for the first time reports

and correspondence not previously available in print.

In terms of publications alone, 2006 was a year of impressive productivity. None of this would have been possible without the work and initiative of the volume editors (all of them specialists in their fields) and of those members of the Commission who have acted as project managers. In this latter respect particular mention must be made of the work of Professor Mary O'Dowd (QUB) and Dr James Kelly (St Patrick's College, Drumcondra).



FINANCE

As Chairman, I would like to acknowledge the funding that IMC receives from the Department of Arts, and Sport and Tourism (DAST). Without the grant-in-aid provided by the department, IMC could not do its valuable work. Our grant has been increased generously this year to enable us to complete our publications programme and reliance on this funding underpins all of our planning for the coming year.

I would also like to pay tribute here to the members of the Cultural Institutions Unit at DAST who liaise with IMC on behalf of the department. We look forward to continuing the important relationship we have built up over recent years so that we can consolidate IMC's function as a publisher of primary sources for Irish histories and culture, while developing IMC's position as an important link between the cultural heritage community and the wider community of humanities researchers.

It must be stressed that IMC members receive no remuneration for their indispensable contribution, which makes it possible for the Commission to fulfil its remit. This tradition of service to both scholarship and the state has been maintained since the Commission's foundation in 1928. Only the chairperson receives an honorarium.

James McGuire
Chairman
March 2007



COMPANY INFORMATION

DIRECTORS

James McGuire (Chairman)
Maurice Bric, University College Dublin
Nicholas Canny, Moore Institute, NUI Galway
David Craig, Director, National Archives of Ireland
Mary Daly, University College Dublin
David Dickson, Trinity College Dublin
Mairead Dunlevy
David Edwards, University College Cork
Chris Flynn, Department of Arts, Sport and Tourism
James Kelly, St Patrick's College, Drumcondra
Michael Kennedy, Documents in Irish Foreign Policy, Royal Irish Academy
Máire Mac Conghail
John McCafferty, Mícheál Ó Cléirigh Institute, University College Dublin
Deirdre McMahon, Mary Immaculate College Limerick
Aongus Ó hAonghusa, Director, National Library of Ireland
Thomas O'Connor, NUI Maynooth
Ruán O'Donnell, University of Limerick
Mary O'Dowd, Queen's University of Belfast
Jane Ohlmeyer, Trinity College Dublin
Anngret Simms, University College Dublin
Gerry Slater, Director, Public Record Office of Northern Ireland

SECRETARY

Cathy Hayes

COMPANY REGISTRATION NO.

414351

CHARITY NO.

17206

REGISTERED OFFICE

45 Merrion Square, Dublin 2, Ireland

AUDITORS

Duignan, Carthy, O'Neill, 84 Northumberland Road, Ballsbridge, Dublin 4

BANKERS

Bank of Ireland, 39 St Stephen's Green East, Dublin 2

SOLICITORS

Donal T. McAuliffe & Co., 57 Merrion Square, Dublin 2





DIRECTORS' REPORT FOR THE PERIOD ENDED 31 DECEMBER 2006

The directors present their report and the financial statements for the period ended 31 December 2006.

PRINCIPAL ACTIVITY

The company was incorporated on 24 January 2006 and commenced trading on the same date.

The principal activity of the company in the year under review is the publication of literature promoting awareness and access to primary source materials relating to the history, heritage and culture of Ireland, and this will remain the principal activity of the company for the foreseeable future.

RESULTS AND DIVIDENDS

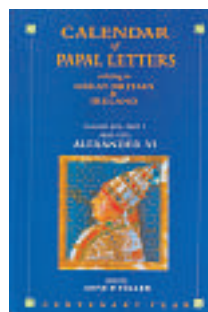
The surplus for the period after providing for depreciation amounted to €34,928. The directors propose to retain this surplus to fund future projects in the coming years.

STATE OF AFFAIRS

In the opinion of the directors, the state of affairs of the company is satisfactory and there is no material change since the balance sheet date. The directors of The Irish Manuscripts Commission Limited are aware of the statutory obligations in relation to providing a fair review of the company's development and performance. The directors are satisfied that the company faces no uncertainties or risks in the foreseeable future as it is solely involved in the day to day operations of the company.

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.

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial period that give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that period. In preparing these, the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Acts 1963 to 2005. 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.

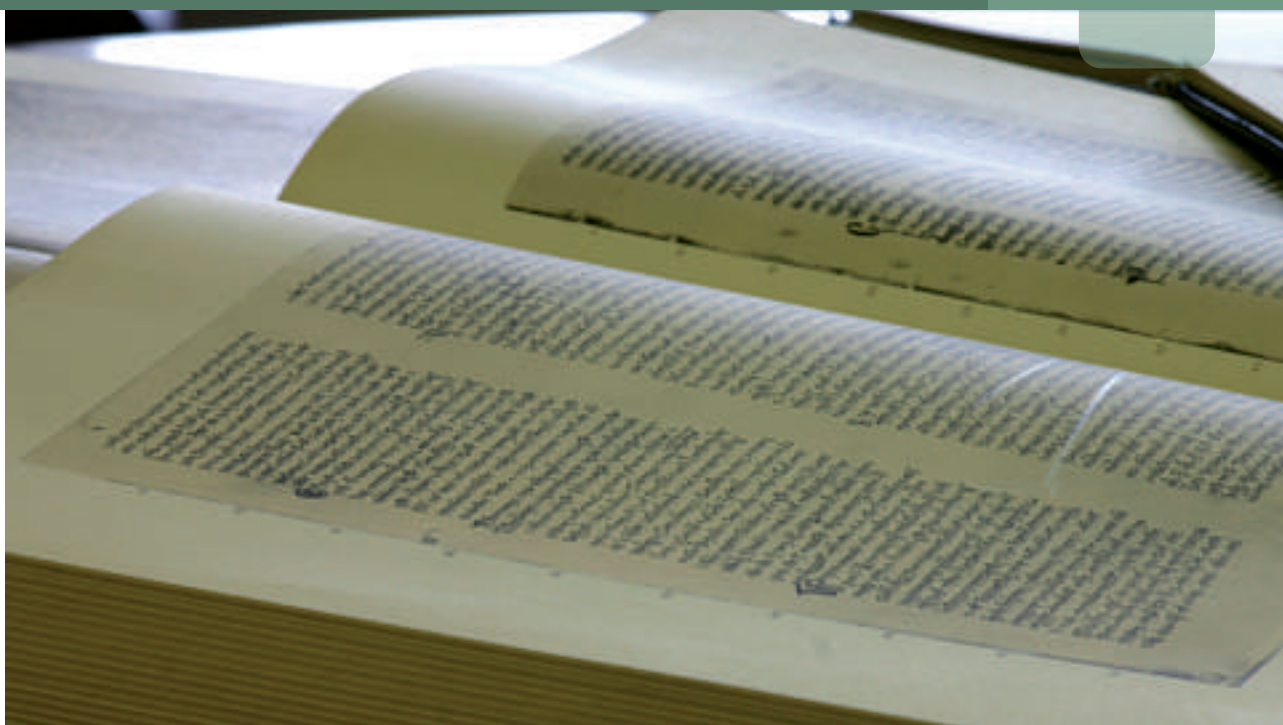
AUDITORS

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
14 March 2007

Máire Mac Conghail
Director
14 March 2007



INDEPENDENT AUDITORS' REPORT

We have audited the financial statements of The Irish Manuscripts Commission Limited for the period ended 31 December 2006 on pages 13 to 16, which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out on page 15.

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

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described on pages 9-10 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 the Institute of Chartered Accountants in 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 2005. We also report to you whether in our opinion: proper books of account have been kept by the company; whether at the balance sheet date, there exists a financial situation requiring the convening of an extraordinary general meeting of 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 2006 and of its profit for the period then ended; and
- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2005.

We have obtained all the information and explanations that 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 9-10 is consistent with the financial statements.

**84 Northumberland Road
Ballsbridge
Dublin 4**

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

Date: 20 March 2007



INCOME AND EXPENDITURE ACCOUNT

Income and Expenditure Account for the period from 24 January 2006, the date of incorporation, to the 31 December 2006.

	NOTES	2006 €
Income–Book Sales	2	35,709
Project Cost of sales		(53,163)
Operating (deficit)		(17,454)
Department of Arts, Sports and Tourism Grant		160,000
Administrative expenses		(107,717)
Surplus for the period	3	34,829
Interest receivable and similar income		99
Retained surplus for the period		34,928

There are no recognised gains or losses other than the profit or loss for the above financial year.

The financial statements were approved by the Board on 14 March 2007 and signed on its behalf by

James Ivan McGuire
Director

Máire Mac Conghail
Director

BALANCE SHEET

Balance Sheet as at 31 December 2006.

	NOTES	€	2006 €
Fixed Assets			
Tangible assets	5		5,688
Current Assets			
Stocks	6	46,147	
Debtors	7	8,305	
Cash at bank and in hand		143,743	
		<u>198,195</u>	
Creditors: amounts falling due within one year	8	<u>(14,124)</u>	
Net Current Assets/(Liabilities)			184,071
Total Assets Less Current Liabilities			<u>189,759</u>
Capital and Reserves			
Capital Contribution			154,831
Income and Expenditure Account			<u>34,928</u>
Funds	9		<u>189,759</u>

The financial statements were approved by the Board on 14 March 2007 and signed on its behalf by

James Ivan McGuire
Director

Máire Mac Conghail
Director



NOTES TO THE FINANCIAL STATEMENTS

Notes to the financial statements for the period ended 31 December 2006.

I. ACCOUNTING POLICIES

I.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 2005. Accounting Standards generally accepted in Ireland in preparing financial statements giving a true and fair view are those published by the Institute of Chartered Accountants in Ireland and issued by the Accounting Standards Board.

The company has taken advantage of the exemption in FRS1 from the requirement to produce a cash flow statement because it is a small company.

I.2. Income

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

I.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.

I.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.

I.5. Taxation

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

2. INCOME

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

3. OPERATING SURPLUS 2006

Operating surplus is stated after charging:	€
Depreciation of tangible assets	1,422
Directors' remuneration	10,500
Auditors' remuneration	3,630
and after crediting:	
Government grants	(160,000)

4. EMPLOYEES

Number of employees

The average monthly numbers of employees during the period were:

Number of employees

2006
Number
2

The staff costs are analysed in the profit and loss account as follows:

	2006
	€
Salaries and pension	16,225
Pension	1,623
Directors' remuneration	10,500
Social welfare costs	2,637
	<u>30,985</u>

5. TANGIBLE ASSETS

Cost	Fixtures & fittings €	Total €
Additions	7,110	7,110
At 31 December 2006	7,110	7,110
Depreciation		
Charge for the period	1,422	1,422
At 31 December 2006	1,422	1,422
Net book values		
At 31 December 2006	5,688	5,688

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.

6. STOCKS

	2006 €
Finished goods	46,147
	<u>46,147</u>

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

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2006 €
Prepayments and accrued Income	8,305
	<u>8,305</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2006 €
Accruals	14,124
	<u>14,124</u>

9. RECONCILIATION OF MOVEMENTS IN FUNDS

	2006 €
Surplus for the period	34,928
Capital Contribution	154,831
	<u>189,759</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 were 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.

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.

10. ULTIMATE PARENT UNDERTAKING

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

11. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved by the Board on 14 March 2007 and signed on its behalf by

Máire Mac Conghail
Director

James Ivan McGuire
Director