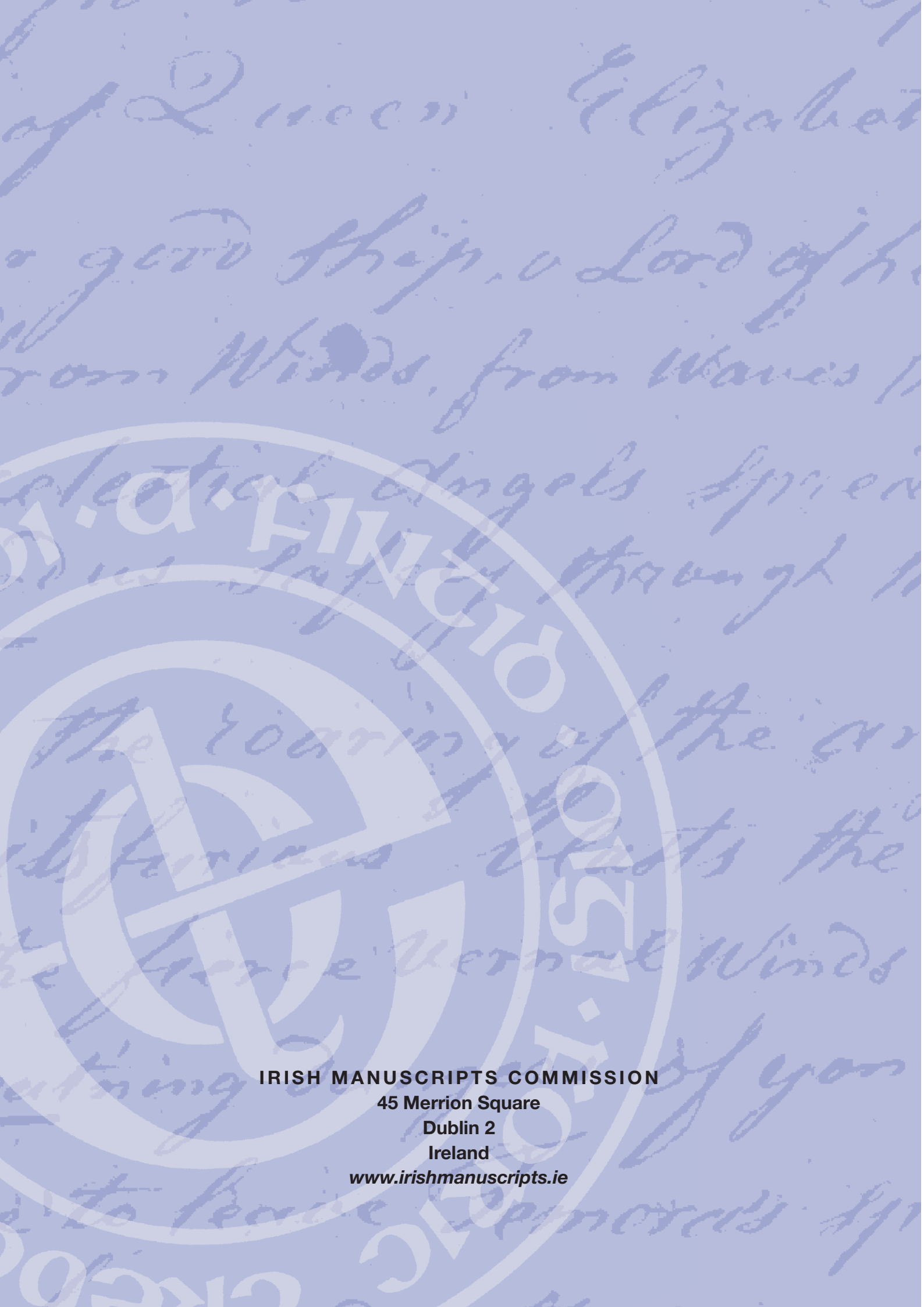




IRISH MANUSCRIPTS COMMISSION



ANNUAL REPORT 2011



IRISH MANUSCRIPTS COMMISSION

45 Merrion Square

Dublin 2

Ireland

www.irishmanuscripts.ie

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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.

In March 2011, on behalf of the Commission, I congratulated Mr Jimmy Deenihan, T. D., on his appointment as Minister for Arts, Heritage and the Gaeltacht, and assured him of IMC's determination to work constructively with him and his Department in support of the Government's strategic objectives and in fulfilment of the Commission's primary remit: the dissemination, preservation and promotion of the primary sources — in public and private ownership — of the history and cultural heritage of Ireland. In adopting its *Strategic Development Plan, 2012–2016* in September 2011, the Commission reaffirmed its wish to provide advice to the Government that will inform policy relating to the care, preservation and dissemination, in Ireland and worldwide, of primary source materials essential to the understanding of Ireland's past and to the writing of its history.

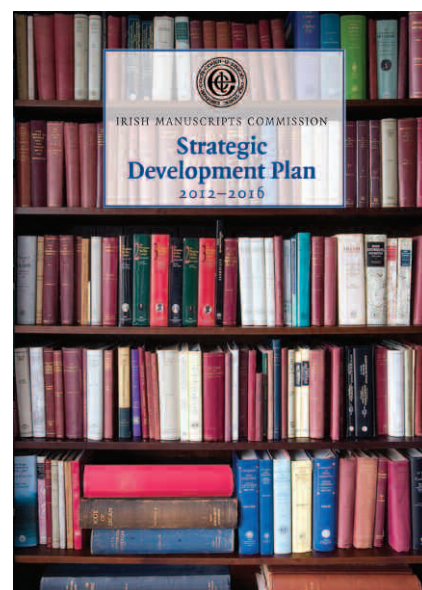
In 2011 the Commission engaged fully with the Department of Arts, Heritage and the Gaeltacht as it sought to find appropriate governance structures for the Commission, the National Archives of Ireland, and the National Library of Ireland. In 2011 the Commission remained firmly committed to seeking to have its core tasks, as publisher of primary documents and manuscripts and as advisor on the preservation of Ireland's documentary inheritance, embedded in whatever new governance structures that emerge. The Commission noted that it would maintain its separate identity when new governance arrangements are put in place (Department of Public Expenditure and Reform, *Public service reform 17th November 2011*, Appendix II: Rationalisation of State Agencies, p. 7).

Throughout 2011 IMC has continued to act as a national aggregator of content for the Europeana cultural heritage portal (www.europeana.eu) for the national cultural institutions. This is described further in the Services section below (*National aggregator service – Europeana*, p. 6).

In addition to European portals of importance to the cultural heritage sector, IMC supported initiatives to develop significant national portals. IMC is represented on the Steering Group of the Irish Archives Resource, a web service which enables archives large and small to upload their collection descriptions to the portal and allows searching of Irish archival collections across repositories. IMC hosted the official launch of the Irish Archives Resource website at No. 45 Merrion Square on 3 March 2011. Content currently available through the portal includes records of current and defunct government and local government agencies, individuals, landed estates, clubs, societies, trade unions, religious organisations, cultural and political organisations.

To raise public awareness of the need to preserve primary records IMC established, as part of its strategic development plan for 2012–2016, a biennial lecture, to be known as the Eoin MacNeill Lecture. The MacNeill lectures will be broadly concerned with analysing the ways in which historians draw from or interpret primary sources and the importance of preserving primary source materials for posterity.

For the fourth successive year, the Irish Manuscripts Commission participated in Culture Night. Once again it was a welcome opportunity to demonstrate the work of the Commission in preserving primary sources for Irish history. The general





public responded enthusiastically. 846 people crossed the threshold of No. 45 Merrion Square (an increase of 76 on the previous year's visitor numbers) to learn more about the work of IMC and the Irish Architectural Archive (with which IMC shares the building). Visitors to IMC's display on the first floor could listen to professors James Kelly and Mary O'Dowd talking about the work of the Commission over the years and could enjoy a fine display of IMC publications from the early facsimiles of the great medieval codices to the most recent books published earlier that month. There was considerable interest in the new IMC Digital Editions, 37 of which were available to browse live on the night. IMC is indebted to the members who attended Culture Night: Máire Mac Conghail, Deirdre McMahon and our speakers James Kelly and Mary O'Dowd. They gave generously of their time.

A recurring question asked by members of the public on Culture Night concerned the preservation and safe keeping of personal records. These and related issues will be addressed by the Preservation and Access Awareness Committee (PACC), which was established as part of the strategic development plan for 2012–2016.

Board, committees and subcommittees

Membership of IMC is drawn from the academic community and cultural institutions throughout Ireland. Appointment is usually for a five-year term; under its Articles of Association the full complement of member directors is 21. At the beginning of 2011 there were 21 member directors of the Irish Manuscripts Commission.

In July 2011 Professor Maurice Bric's five-year membership of the Commission expired. I would like to thank him for his service to the Commission since his appointment in 2006.

At the end of 2011, the board of the Commission consisted of the following 20 members: James McGuire (Chairman); Nicholas Canny, NUI Galway; David Craig, Director, National Archives of Ireland; David Dickson, Trinity College, Dublin; David Edwards, University College Cork; Chris Flynn, Department of Arts, Heritage and the Gaeltacht; Greta Jones, University of Ulster; James Kelly, St Patrick's College, Drumcondra and DCU; Michael Kennedy, Documents on Irish Foreign Policy, Royal Irish Academy; Máire Mac Conghail; John McCafferty, Mícheál Ó Cléirigh Institute, University College Dublin; Aileen McClintock, Director and Deputy Keeper of the Records, Public Record Office of Northern Ireland; Deirdre McMahon, Mary Immaculate College, Limerick; Donal Moore, Waterford City Archivist; Thomas O'Connor, NUI Maynooth; Dáibhí Ó Crónín, NUI Galway; Ruán O'Donnell, University of Limerick; Mary O'Dowd, Queen's University of Belfast; Jane Ohlmeyer, Trinity College, Dublin; and Fiona Ross, Director, National Library of Ireland.

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

The Commission held six ordinary meetings in 2011 and the Annual General Meeting.

Under the National Archives Act, 1986, not less than two members of IMC sit on the National Archives Advisory Council (NAAC). In 2011 the IMC members of NAAC were Máire Mac Conghail and Jane Ohlmeyer. During 2011 Mr Justice Peter Charleton was appointed as Chairman to the National Archives Advisory Council and the new board met for the first time on 13 April 2011.

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. The Commission either declines a proposal or accepts it in principle. Members of the Editorial and Publications Committee in 2011 were James McGuire (chairman), Nicholas Canny, David Edwards, James Kelly, Michael Kennedy, Máire Mac Conghail, Dáibhí Ó Crónín, Mary O'Dowd and Jane Ohlmeyer. The Committee met four times in 2011.

Subcommittees

A subcommittee was established in 2011 to prepare a new strategic development plan to cover the period 2012–2016.

Strategic Review Committee

In anticipation of the Strategic Development Plan 2008–2011 coming to a conclusion in December 2011, the Commission established in May 2011 a strategic review committee to prepare a new strategic development plan for 2012–16; it decided that one member of the committee would be drawn from outside the ranks of the Commission. The members of this committee comprised James McGuire, David Dickson, James Kelly, Michael Kennedy, Máire Mac Conghail, Deirdre McMahon, Donal Moore and Mary O'Dowd. Dr Maurice Manning, Chancellor of the National University of Ireland, very kindly agreed to participate as the external member. In September 2011 the Commission approved a final draft of the development plan for 2012–16, which was published in Irish and English in October and on the IMC website as Strategic Development Plan 2012–2016. It contains a report on 'Outcomes 2008–2011' on pp 16–17.

Staff

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

Services

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 launched in 2010 has worked well in the past year. As well as offering IMC's publications for online sale in a more user-friendly way, the web site offers the following services: searchable digitised copies of out of print IMC works; information on and a contact point for IMC's role as a national aggregator for Europeana; online submission of publishing proposals; downloadable PDFs of the latest IMC book catalogue, annual reports, strategic development plans and policy documents. IMC will review its website design regularly to optimise and develop delivery of services.

During 2011 IMC engaged with social media and opened a Twitter account (#irishmanuscript) which was used to good effect on Culture Night for live contact with other cultural institutions about visitor responses on the night. In line with our stated wish to build bridges to new communities of users IMC will engage further with social networking opportunities.





The 2011–2012 publications catalogue was again distributed at several conferences and events, including the ‘Back to our past’ exhibition at the RDS in October (at which Máire Mac Conghail gave a well-received talk on IMC publications and the genealogist), and through the reading rooms of the National Library and the National Archives. The catalogue raises awareness not only of IMC publications available for sale but of forthcoming publications planned for 2012 and beyond.

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

National aggregator service – Europeana



The IMC national aggregator service for cultural institutions has been in place since the beginning of 2010. Technical assistance was provided by the Royal Irish Academy’s Digital Humanities Observatory (DHO) to harmonise metadata provided by the cultural institutions with the formats required for ingestion by Europeana. I would like to take this opportunity to thank DHO, in particular Niall O’Leary for his input throughout 2011. The role of IMC as a cross domain aggregator is likely to be modified in the coming year as changes in the organisation of Europeana itself take effect, in particular the full implementation of the new Data Exchange Agreement covering rights in relation to metadata and thumbnails provided to Europeana.



A number of institutions that were not in a position to engage with the aggregator service in 2010 came on board in 2011. New content from the National Gallery of Ireland, The Royal Irish Academy (Doegen collection) and NUI Galway Library (Balfour collection) went live on Europeana during the year and discussions with other institutions with cultural content (including the Crawford Gallery and the Irish Film Institute) were in the early stages at year’s end.

It is necessary to continue to raise awareness of this significant European project among the Irish cultural heritage community as part of the wider conversation about how cultural content can be used in the Digital Age. There is much to be gained from raising the profile of Irish cultural heritage in the context of a multilingual search environment such as Europeana, and there is much to be gained from engaging with developments such as ‘crowd sourcing’ and keeping up with current discussions about the reuse of digital cultural data, at a time when long established institutions will be engaging with the technical challenges of the twenty-first century. The Department of Arts, Heritage and the Gaeltacht is a partner in both the Europeana v2 and Europeana Awareness projects that will run over the next 36 months and IMC looks forward to supporting the Department in this role in whatever way it can. I would like to record IMC’s indebtedness to its Administrator, Dr Hayes, in the contribution she has made to IMC’s participation in the Europeana enterprise.

IMC Digital Editions



IMC continued its programme for digitising its backlist of publications in 2011. As titles were digitised, they were made available to read through the Digital Editions section of the IMC website. Though the current system for displaying digitised titles is generally regarded as satisfactory, IMC will be investigating an improved mechanism for displaying texts and search results as well as offering a way to search across editions.

In September 2011 forty-one new titles were digitised bringing to forty-three the number of Digital Editions currently available to read and search. This tranche of digitisation sees most of the important series published by IMC since 1930 made available to read anywhere in the world free of charge. These include the *Calendar of Ormond Deeds* (6 vols, 1932–43); *The Civil Survey A.D. 1654–56* (10 vols, 1931–61); *The Correspondence of Daniel O’Connell* (8 vols, 1972–80); *Correspondence of Emily Duchess of Leinster, 1731–1814* (3 vols, 1949–57); *Registry of Deeds, Dublin, Abstracts of wills, 1708–1832* (3 vols, 1954–84); and *Books of Survey and Distribution being abstracts of various surveys and instruments to title 1636–1703* (4 vols, 1949–67). Several important stand alone editions were also digitised: *Calendar of Orrery Papers* (1941); *Extents of Irish Monastic possessions 1540–1* (1943); *The Inchiquin Manuscripts* (1961); *The Kenmare Manuscripts* (1942); *King’s Inns Admission Papers 1607–1867* (1982); *Knights’ fees in counties Wexford, Carlow and Kilkenny* (1950); and *Wild Geese in Spanish Flanders 1582–1700* (1964).

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

Publications

Three editions of primary sources were published in 2011 (a detailed description of their contents is given below), as well as *Analecta Hibernica No. 42*. By year’s end work on several new editions was at an advanced stage and the following will appear in 2012: *Analecta Hibernica No. 43* (edited by James Kelly); *The correspondence of James Ussher, 1600–1656* (3 vols, edited by Elizabethanne Boran); and *Arrangements for the integration of Irish immigrants in England and Wales* (edited by Mary E. Daly).

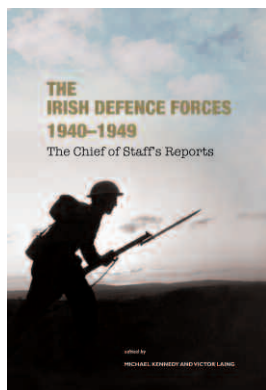
I must give special mention to progress during 2011 on forthcoming high-profile multi-volume works. Editing and indexing of several volumes of the 1641 Depositions series took place during 2011 and we expect delivery of print-ready copy for volumes I–III during 2012. This twelve-volume print edition of witness statements from the 1641 rising follows on from a digitisation project at Trinity College, Dublin. Copyediting of a comprehensive edition (to be published in five volumes) of all proclamations issued for Ireland between 1660 and 1820 is scheduled for completion in 2012, after which these volumes will be typeset. Preliminary discussions with the editor about layout and indexing of a three-volume edition of medieval Chancery letters took place in 2011 and this project is expected to be typeset in early 2013.

Analecta Hibernica No. 42

This issue of the IMC serial publication, edited by James Kelly, includes a report to the Minister for Tourism, Culture and Sport for 2010 and the following papers: A viceroy’s condemnation: Matters of inquiry into the Sidney administration, 1578 (David Edwards); Some remarks on those who were friends and enemies to the

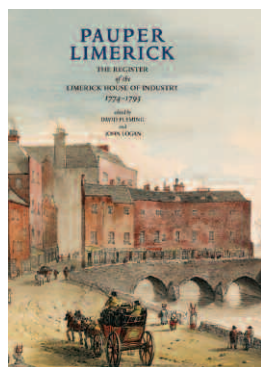


Duke of Ormonde and to the Acts of Settlement of Ireland, c. 1692 (John Gibney); Landscape in transition: Descriptions of forfeited properties in counties Meath, Louth and Cavan in 1700 (Arnold Horner and Rolf Loeber); Samuel Turner's information on the United Irishmen, 1797–8 (C. J. Woods).



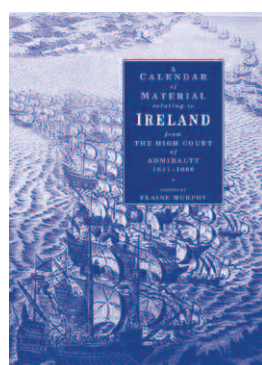
The Irish Defence Forces 1940–1949: the Chief of Staff's reports

This edition presents the annual 'General Report on the Defence Forces' for the years 1940–9. It makes available to historians and the interested reader an important primary source for World War II and the years immediately following. The Chief of Staff of the Defence Forces for much of the period covered by this edition was Lieutenant General Dan McKenna. Tracing the expansion of the Defence Forces from a small volunteer army of 8,000 to a two division force of over 40,000, the Chief of Staff's yearly reports provide a never before published account of the Defence Forces during World War II, detailing defence plans, equipment, the condition of the forces and attempts to upgrade and modernise training and equipment.



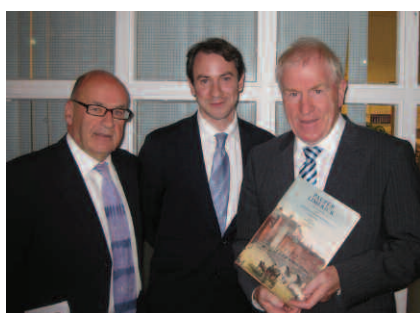
Pauper Limerick: the register of the Limerick House of Industry, 1774–1793

This edition of the only house of industry register known to have survived is edited by David Fleming and John Logan. The register of the Limerick House of Industry contains information on the age, sex, place of origin, religion, medical condition, admission and discharge, amongst other details, for 2,747 inmates for the period 1774 to 1793 and provides a singular record for a social group whose history is poorly represented in the historic record and necessarily elusive.



Calendar of material relating to Ireland from the High Court of Admiralty, 1641–1660

This volume, edited by Elaine Murphy, calendars the papers relating to Ireland from 1641 to 1660 in the High Court of Admiralty files held in the National Archives of the United Kingdom at Kew. The calendar continues on from that edited by John C. Appleby in 1992 and published by the Irish Manuscripts Commission, *A calendar of material relating to Ireland from the High Court of Admiralty examinations, 1536–1641*. The period covered by this calendar was one of intense maritime activity in the seas around Ireland. The war at sea dominates High Court of Admiralty records concerning Ireland from the outbreak of the Ulster rising in October 1641 to the surrender of Inishboffin Island to Cromwellian forces in July 1653. As well as the naval conflict these documents shed light on a range of mid-seventeenth century maritime issues including trade to and from Ireland, ship ownership and seamen, the development of naval technologies, privateering and naval administration.



Launches

Three of the Commission's publications were launched in 2011, two of them at No. 45 Merrion Square. On behalf of the Commission I would like to record our gratitude to the Irish Architectural Archive for facilitating launches and other events held by IMC in the first floor rooms at 45 Merrion Square.

On 3 October the Minister for Arts, Heritage and the Gaeltacht, Mr Jimmy

Deenihan, T. D., launched *Pauper Limerick: the register of the Limerick House of Industry, 1774–1793*, edited by David Fleming and John Logan, at City Hall, Merchants Quay, Limerick. The venue for the well attended launch was apt as the original House of Industry stands across the river from City Hall and there was considerable media interest in this publication.

On 8 November, at 45 Merrion Square, the former taoiseach, Mr Liam Cosgrave, in the presence of An Taoiseach, Mr Enda Kenny, T.D., launched *The Irish Defence Forces, 1940–1949: the Chief of Staff's reports*, edited by Michael Kennedy and Commandant Victor Laing. An Taoiseach spoke at the launch, as did Lt Gen. Seán McCann, Chief of Staff. The great interest in the publication was demonstrated by an attendance of 178 guests, including many senior members of the Defence Forces, and by coverage in the *Irish Times* and the *Irish Independent* the next day.

Finally, the *Calendar of material relating to Ireland from the High Court of Admiralty, 1641–1660*, edited by Elaine Murphy, was launched on 15 December at 45 Merrion Square by the historian of the Irish Court of Admiralty, Dr Kevin Costello of the UCD School of Law. In his considered speech Dr Costello illustrated the value of publishing primary sources when he identified entries that offered new dates and hard evidence of events only alluded to in other secondary sources.



Finance

As in previous years, I would like to acknowledge the funding that IMC received in 2011 from the Department of Arts, Heritage and the Gaeltacht (D/AHG). Without the grant-in-aid provided by the Department, IMC could not carry out its remit. This annual funding crucially underpins IMC's publication programme for the year immediately following.

I would also like to pay tribute here to the members of the Cultural Institutions Unit at D/AHG who have liaised with IMC on behalf of the Department in 2011, in particular Mr Chris Flynn, Ms Sharon Barry, Ms Orlaith Gleeson and the late Mr Peadar Caffrey. We look forward to continuing to work with the Department in order to fulfil IMC's remit as a publisher of primary sources for Irish histories and cultures as well as developing IMC's position as an important link between the cultural heritage community and the wider community of humanities researchers.

I wish to record my particular appreciation of the work and commitment since her appointment in 2006 and not least in 2011 of the Commission's administrator, Dr Cathy Hayes.

In conclusion I must reiterate what I have written in previous reports: that IMC members receive no remuneration for an indispensable contribution that makes it possible for the Commission to fulfil its remit. This tradition of service to both scholarship and the state has been maintained since the Commission's foundation in 1928. Only the chairperson receives an honorarium.

James McGuire

Chairman

March 2012

Company information

Directors

James Ivan McGuire (Chairperson)
Maurice Bric (Retired 25/07/11)
Nicholas Patrick Canny
David Craig
David Dickson
David Edwards
Chris Flynn
Dáibhí Ó Crónín
Greta Jones
James Kelly
Michael Kennedy
John McCafferty
Aileen McClintock
Máire Mac Conghail
Deirdre McMahon
Donal Moore
Thomas O'Connor
Ruán O'Donnell
Mary O'Dowd
Jane Ohlmeyer
Fiona Ross

Secretary

Cathy Hayes

Company Registration Number

414351

Registered Charity Number

CHY 17206

Registered Office and Business Address

45 Merrion Square, Dublin 2, Ireland

Auditors

Duignan Carthy O'Neill
84 Northumberland Road, Dublin 4

Bankers

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

Directors' Report

The directors present their report and the financial statements for the year ended 31 December 2011.

The Irish Manuscripts Commission
Limited
Directors' Report
for the year ended
31 December 2011

Principal activity, business review and future development

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

Principal activities

The principal activity of the Irish Manuscripts Commission (IMC) is the publication in print and online of primary manuscript sources for Irish history and culture. These sources would not otherwise be published as they are not by any definition commercially viable. As a public body IMC also acts as advisor to government, when required, on matters relating to primary sources in general and it promotes both public and institutional awareness of their importance.

Business review

In 2008 the Irish Manuscripts Commission published its Strategic Development Plan for the period 2008–2011. The plan outlined a vision for IMC to promote awareness of and access to primary source materials for the histories, cultures and heritage of Ireland. It identified strategic priorities based on: improving awareness of and access to primary sources; continuing to act as an expert advisor on issues relating to manuscripts and primary sources generally; and digitising its backlist while also addressing the long term preservation of the digital resources created.

Future development

In September 2011 the Irish Manuscripts Commission adopted a new Strategic Development Plan for 2012–2016. 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 as these will in the future be primary sources for historians working on the twenty-first century. In line with its public service remit IMC will engage with modern technologies to make available, through its website and suitable national and European cultural heritage portals, electronic editions of its backlist. IMC publications that are no longer in print will be made available for users in Ireland and beyond, free of charge.

Results

The surplus for the year after providing for depreciation amounted to €67,651. (2010 – €74,181). The directors propose to retain this surplus to fund future projects in the coming years.

State of Affairs

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

Directors and their interests

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

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

Political contributions

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

Directors' responsibilities

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

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

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

Books of account

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

Principal risks and uncertainties

The principal risks and uncertainties affecting the Irish Manuscripts Commission are continued funding from the Department of Arts, Heritage and the Gaeltacht (Department of Tourism, Culture and Sport to March 2011; Department of Arts, Sport and Tourism to March 2010) and the proposed amalgamation of the National Archives and the Irish Manuscripts Commission into the National Library. IMC has to date received an annual budget which has enabled it to fulfil its primary remit of publication, but the current economic outlook is a reminder that adequate funding is always at risk. At this point in time it is not certain how the proposed amalgamation of IMC into a larger structure will affect its operation,

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

Auditors

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

On behalf of the Board

James Ivan McGuire

Director

14 February 2012

Máire Mac Conghail

Director

14 February 2012

Independent Auditors' Report

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

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

We have audited the financial statements of The Irish Manuscripts Commission Limited for the year ended 31 December 2011 on pages 20 to 26, which comprise of the Income and Expenditure Account, Balance Sheet, Cash Flow Statement and the related notes. These financial statements have been prepared under the accounting policies set out on page 23.

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

Respective responsibilities of directors and auditors

As described on page 14 the company's directors are responsible for the preparation of financial statements in accordance with applicable law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Accounting Standards Board and published by Chartered Accountants Ireland.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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

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

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and 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 2011 and of its surplus for the year then ended: and
- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2009.

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at the 31 December 2011 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Acts 1963 to 2009.

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

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

**84 Northumberland Road,
Ballsbridge,
Dublin 4.**

16/2/2012

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

Audited Accounts

INCOME AND EXPENDITURE ACCOUNT

Income and Expenditure Account for the year ended 31 December 2011

		Continuing operations	
	Notes	2011 €	2010 €
Income – Book Sales	2	31,341	23,906
Royalties		2,923	189
Project Cost of sales		<u>(93,052)</u>	<u>(60,424)</u>
Operating (deficit)		<u>(58,788)</u>	<u>(36,329)</u>
Department of Arts, Heritage and Gaeltacht Grants	3		
— Annual Grant		260,000	260,000
— Historia Grant		20,000	-
— Deferred Grant released		—	7,979
— National Aggregator		—	23,650
Administration expenses		(65,104)	(73,913)
Editorial & Publishing expenses		(64,006)	(79,212)
Office expenses		<u>(25,191)</u>	<u>(28,476)</u>
Surplus for the year	4	66,911	73,699
Interest receivable and similar income		<u>740</u>	<u>482</u>
Retained surplus for the year	12	<u><u>67,651</u></u>	<u><u>74,181</u></u>

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

The financial statements were approved by the Board on 14 February 2012 and signed on its behalf by:

James Ivan McGuire
Director

Máire Mac Conghail
Director

BALANCE SHEET

Balance Sheet as at 31 December 2011

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

	Notes	2011 €	2010 €
Fixed Assets			
Tangible assets	7	1,083	5,518
Current Assets			
Stocks	8	28,716	34,320
Debtors	9	11,954	12,867
Cash at bank and in hand		419,780	354,945
		<u>460,450</u>	<u>402,132</u>
Creditors: amounts falling due within one year	10	(20,254)	(34,022)
Deferred income	11	(36,490)	(36,490)
		<u>(56,744)</u>	<u>(70,512)</u>
Net Current Assets		<u>403,706</u>	<u>331,620</u>
Total Assets Less Current Liabilities		<u>404,789</u>	<u>337,138</u>
Capital and Reserves			
Capital Contribution	12	154,831	154,831
Income and Expenditure Account	12	249,958	182,307
Funds	13	<u>404,789</u>	<u>337,138</u>

The financial statements were approved by the Board on 14th February 2012 and signed on its behalf by:

James Ivan McGuire
Director

Máire Mac Conghail
Director

CASH FLOW STATEMENT

Cash Flow Statement for the year ended 31 December 2011

	2011	2010
	€	€
Reconciliation of operating surplus to net cash inflow from operating activities		
Operating surplus	66,911	73,699
Depreciation	4,435	5,857
Decrease in stocks	5,604	17,197
Decrease/(Increase) in debtors	913	(1,233)
(Decrease)/Increase in creditors	(13,768)	12,120
Net cash inflow from operating activities	<u>64,095</u>	<u>107,640</u>
Cash Flow Statement		
Net cash inflow from operating activities	64,095	107,640
Returns on investments and servicing of finance	740	482
Deferred Income	—	(7,979)
Increase in cash in the year	<u>64,835</u>	<u>100,143</u>
Reconciliation of net cash flow to movement in net funds		
Increase in cash in the year	64,835	100,143
Net funds at 1 January 2011	354,945	254,802
Net funds at 31 December 2011	<u>419,780</u>	<u>354,945</u>

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2011

1. Accounting Policies

1.1. Basis of preparation

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

1.2. Income

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

1.3. Tangible fixed assets and depreciation

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

Fixtures, fittings and computers – 20%

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

1.4. Stock

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

1.5. Pensions

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

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

1.6. Taxation

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

1.7. Government grants

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

2. Income

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

3. Department of Arts, Heritage and Gaeltacht Grants

	2011 €	2010 €
Annual Grant	260,000	260,000
One-off grants for special projects	20,000	23,650
Deferred grant released (Note 11)	—	7,979
	<u>280,000</u>	<u>291,629</u>

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

4. Surplus for the year

	2011	2010
	€	€
The surplus for the year is stated after charging:		
Depreciation of tangible assets	4,435	5,857
Chairman's Honorarium	10,500	10,500
Auditors' remuneration		
—Audit	1,845	1,815
—Accounting, Secretarial, Taxation and Payroll Work	2,590	2,760
	<u>2,590</u>	<u>2,760</u>

5. Employees

Number of employees

The average monthly numbers of employees during the year were:

	2011	2010
	Number	Number
Number of employees	2	2
(Includes Administrator and Chairman)	<u>2</u>	<u>2</u>

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

	2011	2010
	€	€
Salaries	62,461	70,281
Pension	5,489	5,464
Chairman's Honorarium	10,500	10,500
Social welfare costs	7,098	7,799
	<u>85,548</u>	<u>94,044</u>

6. Pension costs

Pension costs amounted to €5,489 (2010 – €5,464).

7. Tangible assets

	Fixtures & fittings	Total
Cost	€	€
At 1 January 2011	29,286	29,286
At 31 December 2011	<u>29,286</u>	<u>29,286</u>
Depreciation		
At 1 January 2011	23,768	23,768
Charge for the year	4,435	4,435
At 31 December 2011	<u>28,203</u>	<u>28,203</u>
Net book values		
At 31 December 2011	1,083	1,083
At 31 December 2010	<u>5,518</u>	<u>5,518</u>

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

8. Stocks

	2011	2010
	€	€
Finished goods — Books	28,716	34,320
	<u>28,716</u>	<u>34,320</u>

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

9. Debtors: amounts falling due within one year

	2011 €	2010 €
Prepayments and accrued Income	<u>11,954</u>	<u>12,867</u>

10. Creditors: amounts falling due within one year

	2011 €	2010 €
Other taxes and social security costs – PAYE/PRSI	6,741	6,148
Accruals	<u>13,513</u>	<u>27,874</u>
	<u>20,254</u>	<u>34,022</u>

11. Deferred income

	2011 €	2010 €
Government grants		
At 1 January 2011	36,490	44,469
Released in year	—	(7,979)
At 31 December 2011	<u>36,490</u>	<u>36,490</u>

The deferred Government Grants relate to extra monies received in relation to projects for publishing books. These projects were not completed by the year end.

12. Equity reserves

	Income and Expenditure account €	Capital Contribution €	Total €
At 1 January 2011	182,307	154,831	337,138
Retained surplus for the year	<u>67,651</u>	<u>—</u>	<u>67,651</u>
At 31 December 2011	<u>249,958</u>	<u>154,831</u>	<u>404,789</u>

13. Reconciliation of movements in funds

	2011 €	2010 €
Surplus for the year	67,651	74,181
Opening shareholders' funds	<u>337,138</u>	<u>262,957</u>
	<u>404,789</u>	<u>337,138</u>

Capital contribution

The company was incorporated on the 24 January 2006 and was gifted €130,730 cash and €24,100 stock of books from The Irish Manuscripts Commission. Furniture and other office equipment was also gifted and have been included in the financial statements at a nominal value of €1. This gives a total capital contribution of €154,830.

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

14. Related party transactions

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

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

15. Ultimate parent undertaking

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

16. Approval of financial statements

The financial statements were approved by the Board on 14 February 2012 and signed on its behalf by:

James Ivan McGuire
Director

Máire Mac Conghail
Director

ANNUAL ENERGY EFFICIENCY REPORT 2011

Overview of energy usage in 2011

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

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

In 2011, the Irish Manuscripts Commission consumed 34 MWh of energy, consisting of:

- 20 MWh of electricity (20% of whole building usage which is 101 MWh)
- 14 MWh of fossil fuels (as natural gas) (20% of whole building usage which is 71 MWh)
- 4.8 MWh of the 20 MWh electricity used is from renewable sources.¹

Water charges are also calculated on a 20:80 ratio. During 2011, 71 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 Airtricity Fuel Mix Disclosure: January 2010 to December 2010; electricity supplied by Airtricity from renewable fuels is 24% of fuel sources (in Airtricity billing information, 16/1/12).