

**THE IRISH MANUSCRIPTS  
COMMISSION**

**(A Company Limited by Guarantee)**

**DIRECTORS REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**84 Northumberland Road  
Ballsbridge  
Dublin 4**

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

**THE IRISH MANUSCRIPTS COMMISSION**  
**(A Company Limited by Guarantee)**

**COMPANY INFORMATION**

**Directors**

John McCafferty (Chair)  
Robert Matthew Armstong (appointed 29 July 2021)  
Ciara Breathnach  
Lindsey Earner-Byrne (appointed 29 July 2021)  
Liam Chambers  
Marie Coleman (appointed 29 July 2021)  
Sandra Collins  
Peter Crooks (appointed 29 July 2021)  
Elaine Farrell (appointed 29 July 2021)  
Patrick Geoghegan  
David William Hayton  
Niamh Howlin (appointed 29 July 2021)  
Thomas Alvin Jackson  
Elva Johnston  
Mary Ann Lyons  
Kate Manning  
Orlaith McBride  
Hiram Morgan  
Nicola Morris  
Michael Willis

**Company secretary**

Cathy Hayes

**Registered number**

414351

**Registered office**

45 Merrion Square  
Dublin 2

**Independent auditors**

Duignan Carthy O'Neill Limited  
Chartered Accountants & Registered Auditors  
84 Northumberland Road  
Ballsbridge  
Dublin 4

**Bankers**

Bank of Ireland  
St Stephens Green  
Dublin 2

**THE IRISH MANUSCRIPTS COMMISSION**  
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**THE IRISH MANUSCRIPTS COMMISSION**  
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**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

The chairman presents his statement for the period.

The Irish Manuscripts Commission (IMC), which was established in October 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 histories and cultural heritage of Ireland.

In its current Strategic Development Plan covering the period 2018—2022, the Commission reaffirmed its wish to provide advice to Government that would inform policy relating to the care and preservation of primary source materials essential to the understanding of Ireland's past and to the writing of its history.

The effects of the global COVID-19 pandemic continued to be felt in 2021 with a Level 5 lockdown implemented on 1 January which lasted until 10 May, at which point the slow process of lifting restrictions began. For the second year in a row the IMC Annual General Meeting was held online on a virtual meeting platform as were all of the ordinary meetings of the Commission and some of its committees. At the time of writing the country is on the verge of lifting many of the restrictions affecting indoor gatherings and I look forward very much to the first in-person meeting of the Commission in two years at which I will have an opportunity to welcome properly the new members appointed in July (see below under Governance). The disruption to administrative support and publishing activity caused by the pandemic in 2020 obtained for much of 2021 and while work proceeded apace on several significant publishing projects only one was sent to the printer by 17 December, for operational reasons bearing a publication date for 2022 (see below under Activities — Publications).

During 2021 there were significant developments in the important co-operative project to examine unopened salvaged records from the 1922 destruction of the PROI. This work corresponds to Phase II of the project started in 2017. An IMC-sponsored Listing Archivist worked from April until November in conjunction with the NAI and the Beyond 2022 project. Quite separately, and as part of its core-partner contribution to Beyond 2022, during 2021 IMC made over 60 individual articles from the digital archive for its serial publication *Analecta Hibernica* available to Beyond 2022 for inclusion in the virtual recreation of the PROI repository. The developments in relation to the 1922 salvaged records project and Beyond 2022 are described further under the Activities section below.

In 2021 the IMC took part for the second time in the Dublin Festival of History run by Dublin City Library & Archive under the theme 'Generous effort: Irish history favourites from the shelves of the Irish Manuscripts Commission'. Once again the pandemic forced events online and twelve short video presentations were published online during September and October; they showed various historians and other academics talking about their favourite IMC editions. Reaching out to the general public and explaining the remit and work of the Commission is an important aspect of IMC's public engagement and I am grateful to all those who participated in this venture which has produced a series of very engaging shorts: Dr Coleman Dennehy, Professor David Dickson, Professor Sarah Prescott, Dr Elva Johnston, Dr Neil Johnston, Professor David Hayton and Professor Patrick Geoghegan and the Beyond 2022 team (Dr Peter Crooks, Dr Paul Dryburgh, Dr Elizabeth Biggs and Dr Lynn Gilgannon). While some people were able to come to IMC to film their contributions, others recorded their pieces at home and I am particularly grateful to them for that. You may read more about the Festival of History in the Activities section below.

IMC continues to be represented on the steering group of the Irish Archives Resource (IAR — [www.iar.ie](http://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. The impact of the IAR continues to grow through its web service and its social media channels, but also through its education resource packs (The present duty of Irish women (2015) and Pledge ourselves and our people (2017)) which are based exclusively on materials available from the collections listed in its web portal. Throughout 2021 work continued on updating the IAR website and increasing the number of collections represented in the portal.

IMC has one permanent employee, the Commission's administrator Dr Cathy Hayes, and I wish to record my particular appreciation of the work and commitment since her appointment in 2006, and not least in 2021.



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**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

In conclusion, I must reiterate 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.

Name     John McCafferty  
             Chairman

Date       4 March 2022

**THE IRISH MANUSCRIPTS COMMISSION**  
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**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

The directors present their annual report and the audited financial statements for the year ended 31 December 2021.

**Directors' responsibilities statement**

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 the financial statements for each financial year. Under the law, the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (including Charities SORP (FRS 102)).

Under company law, the directors must not approve the financial statements unless they are satisfied they give a true and fair view of the assets, liabilities and financial position of the Company as at the financial year end date, of the surplus or deficit for that financial year and otherwise comply with the Companies Act 2014.

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

- select suitable accounting policies for the Company's financial statements and then apply them consistently;
- make judgments and accounting 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.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the Company's website. Legislation in Republic of Ireland governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

# THE IRISH MANUSCRIPTS COMMISSION

(A Company Limited by Guarantee)

## DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### Principal activity

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 line with its latest strategic development plan IMC has continued to work towards its main object 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 and its peoples. Throughout 2021 IMC has increased its activities to achieve its strategic priorities as publisher, as a collaborative partner, as expert advisor, as promoter of awareness of the need to preserve primary sources and as an advocate and practitioner of digitisation. It has done this through deepening co-operation with the Beyond 2022 project, continued contact with the Business Records section at the National Archives of Ireland and ongoing work towards membership of DRI.

### Future Development

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 — through the work of its Preservation and Access Awareness Committee (PAAC) — to raise public awareness of the need to preserve contemporary papers and correspondence; 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 promote and 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 online for users, in Ireland and worldwide, free-of-charge through its own website but also through other suitable repositories such as DRI and the Beyond 2022 virtual record treasury.

The five-year strategic development plan creates a clear framework for IMC to achieve its strategic priorities and to deliver its services in line with the main object of its Constitution and with due regard to high standards of governance and accountability to all IMC stakeholders.

### Principal risks and uncertainties

The principal risks and uncertainties affecting the Irish Manuscripts Commission are continued funding from the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. In 2021 the IMC annual budget was restored to 2011 levels and while it is hoped that this will be sustained into the future, the decade of grant attrition which preceded this is a reminder that adequate funding is always at risk in terms of maintaining services and ensuring that funding doesn't fall behind actual costs.



# THE IRISH MANUSCRIPTS COMMISSION

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## DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### Activities

#### **Publications**

Towards the latter end of 2021 a popular edition from 2014 was reprinted in paperback and the text of *Irish religious censuses of the 1760s: Catholics and Protestants in eighteenth-century Ireland* edited by Brian Gurrin, Kerby A. Miller and Liam Kennedy went to the printer.

#### *Campaign journals of the Elizabethan Irish wars*

This edition, edited by David Edwards and first published in hardback in 2014, presents nineteen journals from military campaigns in Ireland during the reign of Elizabeth I. The journals record military operations by crown forces in all four provinces, on land and at sea. They cover every aspect of the fighting, from preparation to the often-bloody aftermath, and offer unique insights into the Tudor conquest of Ireland and how it was experienced by those who took part. These important documentary sources are reproduced in full, and they demonstrate the importance of record-keeping for Elizabeth's commanders, and the central role of soldiering in their sense of themselves and their place in history. This reprint in paperback offers the many people who sought it out over the past few years the opportunity to finally own a copy. Since its release in mid-December, it has almost sold out again.

#### *Irish religious censuses of the 1760s: Catholics and Protestants in eighteenth-century Ireland*

This A4 format, colour publication edited by Brian Gurrin, Kerby A. Miller and Liam Kennedy presents parish-level returns from the two national religious surveys conducted in Ireland during the 1760s — by the hearth-money collectors (1764–5) and the parish ministers of the Established Church (1766). It includes data for over 1400 parishes, some including information on households. Organised by administrative divisions and including colour distribution maps for each county, they provide a wealth of demographic and social information for late eighteenth-century Ireland. The sources on which these data are based are scattered in large and small repositories across Ireland and this is the first time they have been brought together in one volume. The religious estimates for this period provide a link between the population data provided by the poll tax survey of 1660 and that of the 1831–4 report on religious numbers and religious observance. This edition will be a popular companion piece to the other IMC titles which deal with census and proxy census data. While the physical printing of this title took place in early January 2022, it is reported here as it occupied much of the workflow of IMC in 2021.

During 2021 many other editions were moving towards completion and should appear in quick succession in 2022. These include: the six remaining volumes of the 1641 Depositions series; the milestone *Mapping Ireland c. 1550–1636: a catalogue of manuscript maps of Ireland* edited by Annaleigh Margey; and a number of other editions including *Irish maritime trade in the Restoration era: the letterbook of William Hovell, 1683–1687*, edited by James O'Shea and two issues of *Analecta Hibernica*.

#### **Launches in 2021**

As in 2020, there were no book launches in 2021. For IMC, this has been one of the more significant impacts of the constraints associated with the COVID-19 pandemic. IMC regards book launches not only as an opportunity to celebrate the publication of an edition and to thank editors for their work, but also to promote wider awareness of the need for making primary manuscript sources available which might otherwise be difficult to access. A point which has been driven home in the last two years when access to libraries and archives has been severely limited by public health restrictions. We look forward to better things in 2022 when we intend to mark the publication of all editions published since the pandemic began.



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## DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### Services and advertising

As noted in previous annual 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; downloadable PDFs of digitised out-of-print IMC works; news updates on the latest publications and other events; online submission of publishing proposals; a downloadable copy of the latest IMC publications catalogue; and reports of various kinds including annual reports, strategic development plans and policy documents.

During 2021 IMC increased its activity on social media and its following on Twitter (3067 followers) and You Tube (1429 views and 46 subscribers) continued to grow. In the years ahead it is hoped that IMC will continue to build bridges to new communities of users through 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 2021. Advertising continued in each issue of the popular history magazine *History Ireland*, as well as the Ulster Historical Foundation's (UHF) Family Directory. Because of the continuing pandemic, there was no UHF genealogy road trip to the USA where an A4 flyer about IMC resources for family historians is usually circulated at public meetings. Targeted adverts were also placed in issues of the *Times Literary Supplement* (recent publications and Eoin MacNeill), *Irish Arts Review* (IMC website and services, Act book of Coleraine) and *Senior Times* (IMC website and services). These media outlets are at the heart of the promotion of IMC publications to the communities of professional and amateur historians, librarians and genealogists/family historians. Print advertising is an important component, alongside social media activity, in promoting IMC publications among established and new audiences in Ireland and overseas.

### IMC 'Digital Editions'

IMC offers a range of digital resources through its website, from downloadable copies of out-of-print IMC editions to searchable databases.

To date 57 out-of-print editions of primary sources (including series such as *The Civil Survey*, *The Correspondence of Daniel O'Connell* and *Calendar of Ormond Deeds*) have been made available online through the IMC Digital Editions service. They are available as downloadable PDFs for people to store locally and to use offline.

Other digital resources include a searchable database of the 40,000 entries in the 2012 edition of *The account books of the Franciscan House, Broad Lane in Cork, 1764–1921* edited by Clare Murphy and Liam Kennedy. From candles to sheet music to soap and entertainment for their street collectors, there is much socio-economic data to be mined from these data.

A simple search of document titles and editors as well as date of publication are provided for all issues of IMC's serial publication, *Analecta Hibernica*. Individual papers are available to purchase through the Ireland collection on JSTOR.

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](mailto:support@irishmanuscripts.ie) or by telephone at + 353 1 676 1610.

# THE IRISH MANUSCRIPTS COMMISSION

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## DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### Books of Survey and Distribution project

Work on this strategic IMC project was carried out by researchers at Trinity College Dublin under the direction of Professor Micheál Ó Siochrú. The project commenced in 2015 and work concluded in March 2018. The project will deliver an online, searchable database as well as digital images of the 20-volume Books of Survey and Distribution (BSD) manuscripts held at the National Archives of Ireland (Quit Rent Office set). The digitised BSD material will be delivered through the Beyond 2022 platform where it will form a 'gold seam' of data within the repository. The place and personal name data will be further transformed into linked open data providing the latest in data integration and enabling new relationships between existing data to emerge. A long-term goal of the IMC to make this valuable seventeenth-century manuscript source available to read and search online will be realised when the Beyond 2022 virtual record treasury goes live for the centenary events in June 2022 to mark the destruction of the Public Records Office of Ireland (PROI).

In line with its remit to preserve sources in print, IMC will also publish a multi-volume print edition of the transcribed text of the manuscript volumes.

### 1922 salvaged materials project

Phase I of this project — the conservation assessment of 378 parcels of material recovered from the aftermath of the destruction of the PROI in 1922 but never opened — took place in 2017 and 2018. In April 2020 a formal Memorandum of Understanding (MoU) was signed between the IMC, NAI and the Beyond 2022 project to capture the requirements for Phase II of this project — the formal archival listing of the salvaged materials assessed during Phase I. Once complete, the conservation and listing of these materials will open-up the more stable grades of materials to research and further inquiry by historians. Ultimately, a catalogue of the previously unopened parcels of salvaged material, in the context of all materials salvaged in 1922, will be published by IMC to further increase awareness of this material. The catalogue will also be made available online.

In January 2021 a Listing Archivist — Ms Ciara Fahey — was appointed to examine and list the previously salvaged parcels which had received an initial conservation assessment. The work Ms Fahey carried out during the fixed-term contract was managed by our partners at NAI and the Beyond 2022 project under the terms of the tri-partite MoU. While work commenced on 1 April it was mostly online using mainly digital images created during Phase I as well as research reports and the reports of the Deputy Keeper; physical access on a part time basis became possible after 10 May with the easing of public health restrictions. Description standards and an approach to listing were agreed with the help of Zöe Reid and Mary Mackey of the NAI.

By the end of Ms Fahey's contract in November 2021 275 of the 378 parcels had received a preliminary listing to fonds level including date and scope and content descriptions. Eight different categories of records had been identified and described as well as a category for unknown material requiring further work. The salvaged materials dated from the sixteenth through to the twentieth century and items of high historical value have been identified, most notably a fragmented parchment membrane from an Elizabethan Pipe Roll. This is particularly exciting as it was previously thought that the entire collection of Pipe Rolls had been destroyed in the 1922 fire. By the end of the year detailed discussions for further work were ongoing and plans were in train to include the results of the work of the Listing Archivist in a special issue of *Analecta Hibernica* marking the centenary of events at the PROI in 1922.

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 in 1928.



# THE IRISH MANUSCRIPTS COMMISSION

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## DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### Beyond 2022

As a core partner in the Beyond 2022 project, IMC provides digital and print editions which will form part of the searchable 'replacement collections' or contribute to the wider knowledge base in the virtual archive.

In 2021 IMC provided the Beyond 2022 project with electronic copies of over 60 articles from back issues of its serial publication, *Analecta Hibernica*. As part of the Ireland collection (available on JSTOR) the entire print run of *Analecta Hibernica* was digitised in 2009 and IMC is grateful to educational publishers Ithaka for facilitating the purchase of a copy of the digital archive which enabled IMC to share documents, which have a link to the pre-1922 PROI collections, with Beyond 2022.

### Dublin Festival of History 2020

Following on from its debut participation in the Dublin Festival of History organised by Dublin City Library and Archive IMC took part again in 2021 and again online with a series of videos based on the theme of 'Generous Effort': Irish history favourites from the shelves of the Irish Manuscripts Commission'.

The theme was based on a quote from senator Alice Stopford-Green as she spoke in the Seanad on 4 June 1924. Discussing the publication of a report into Irish manuscripts the popular historian urged the new government that 'there must be the most generous effort made to give us our history and to give it to us on lines of full and adequate knowledge'. Since 1928 the Irish Manuscripts Commission (IMC) has been doing just that by publishing rare, once hidden, and vulnerable sources for the island's history. The scholars who edit these publications do so out of their commitment to telling the full story of Ireland's past and their desire to repair the losses sustained following the destruction of the PROI in 1922. The IMC has, thanks to the generosity of generations of men and women passionate about Irish history, published all sorts of documents previously unknown or unnoticed. These range from admission records for workhouses, to the private correspondence of aristocratic women, to maps and poetry. Harnessing this passion IMC invited historians and other scholars to speak about their favourite IMC volume, the one that they come back to again and again, the history source that they use constantly, and which has shaped their understanding of a particular time or event in history.

The contributions were organised around three themes and released once a week for the duration of the festival: Generous effort: society and culture (seven videos published on 24 September); Generous effort: gender and social history (two videos published on 8 October); and Generous effort: politics and religion (three videos published on 15 October). The variety of sources chosen by participants was a true reflection of the diversity of documentary sources used by historians to reconstruct the way people lived and the way society worked in the past. In one case, the *raison d'être* for the work of the Commission is very clearly illustrated as Professor David Dickson pointed out in his piece on Edward MacLysaght's 1942 edition of *The Kenmare Manuscripts* — an essential source for the study of eighteenth-century Munster — some of the documents transcribed in the edition are no longer extant.

The longevity of the video format has been an interesting side effect of having to move online for our participation in the Festival of History, but it has been a very positive learning curve and more short films are planned for new publications and other public-facing events.

# THE IRISH MANUSCRIPTS COMMISSION

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## DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### Staff

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

### **Remuneration of IMC Staff**

Financial reporting at present requires that we list the number of permanent staff members who earn over €60,000 per annum in our accounts. We note all salary levels below in the interests of transparency.

During 2021 IMC had one employee who is employed on a permanent full-time basis. This salary was frozen from 2009 until 2018 and in January 2019 and January 2020 was increased in line with increases reported by the Central Bank and other bodies. IMC also employed two people on a contract for service basis for administrative assistance.

In relation to salaries the salary breakdown in 2021 is as follows:

Salary between €60,000 - €70,000 per annum: 1 person
Salary between €50,000 - €60,000 per annum: 0 persons
Salary between €40,000 - €50,000 per annum: 1 person*
Salary between €30,000 - €40,000 per annum: 1 person*
Salary between €20,000 - €30,000 per annum: 0 persons
*based on equivalent pro-rata annual salary for employees under a contract for service

### **Health and safety of employees**

The wellbeing of the company's employees is safeguarded through adherence to health and safety standards. Health and safety legislation imposes certain requirements on employers and the company has taken the necessary action to ensure compliance with the legislation, including the adoption of a Safety Statement.

### **COVID-19**

The COVID-19-related health and safety of employees and visitors to IMC during the 2021 was managed based on recommendations in the Government of Ireland Work Safely Protocol. The protocol was updated throughout the year to reflect the most up-to-date public health advice and reinforced public health measures such as the need to maintain the requirement for physical distancing, the wearing of masks and proper ventilation. In September 2021, in conjunction with our colleagues in the Irish Architectural Archive, with whom IMC shares accommodation at No. 45 Merrion Square, a mobile medical-grade hepa-filter was purchased for use in meetings and gatherings in the building.

### **Finance**

As in previous years, IMC would like to acknowledge the funding received in 2021 from the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. 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 in 2021 has been restored to former levels it is important to maintain this level of funding to enable IMC to develop and meet the increasing costs required to carry out its remit.



# THE IRISH MANUSCRIPTS COMMISSION

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## DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media

IMC 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 2021, 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.

### Governance

IMC Directors/Members follow the guidance for company directors, company secretaries and members provided in the information books produced by the Office of the Director of Corporate Enforcement. The IMC Board strives to ensure high quality service-delivery and follows good governance practice as outlined in the Governance Code, a voluntary code of practice for charities.

### **Meetings**

In 2021 the Board of the Irish Manuscripts Commission met on six occasions, five times as directors for ordinary business meetings and once as members for the Annual General Meeting (AGM). All meetings and the AGM were held online using the Zoom virtual meeting platform.

### **Independent Audit**

IMC undergoes an independent audit every year. Financial Statements are prepared using the Charities SORP reporting framework for complete transparency. Audited Financial Statements were adopted at the AGM held on 29 March 2021 and lodged with the Companies Registration Office (CRO) thereafter.

### **Membership**

On 29 July six new members were appointed to the Commission following an open competition run by the Public Appointments Service (PAS). They are: Dr Robert Armstrong (TCD), Professor Lindsey Earner-Byrne (UCC), Professor Marie Coleman (QUB), Dr Peter Crooks (TCD), Dr Elaine Farrell (QUB) and Dr Niamh Howlin (UCD).

### **Standards in Public Office declarations**

All IMC members return Standards in Public Office declarations for any year or part thereof in which they have served on the IMC board. These statements are retained in the IMC office and are available for inspection by the Standards in Public Office Commission.

### **Research and Development**

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

### **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.

### **Political Contributions**

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

## THE IRISH MANUSCRIPTS COMMISSION

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### DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

#### 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.

#### 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 Limited, Chartered Accountants, have indicated their willingness to continue in office.

#### On behalf of the Board

**John McCafferty (Chair)**  
Director

**Nicola Morris**  
Director

Date: 4 March 2022

**THE IRISH MANUSCRIPTS COMMISSION**  
**(A Company Limited by Guarantee)**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE IRISH MANUSCRIPTS COMMISSION**

**Report on the audit of the financial statements**

**Opinion**

We have audited the financial statements of The Irish Manuscripts Commission (the 'Company') for the year ended 31 December 2021, which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows 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 accompanying financial statements:

- give a true and fair view of the assets, liabilities and financial position of the Company as at 31 December 2021 and of its surplus for the year ended;
- have been properly prepared in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been properly prepared in accordance with the requirements of the Companies Act 2014.

**Basis for 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 Auditors' 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**

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

**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 other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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



**THE IRISH MANUSCRIPTS COMMISSION**  
**(A Company Limited by Guarantee)**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE IRISH MANUSCRIPTS COMMISSION (CONTINUED)**

information. If, based on the work we 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 our audit.

In our opinion the accounting records of the Company were sufficient to permit the financial statements to be readily and properly audited, and the 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 any material misstatements in the Directors' Report.

The Companies Act 2014 requires us to report to you if, in our opinion, the disclosures of 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 and restrictions on use**

**Responsibilities of directors**

As explained more fully in the Directors' Responsibilities Statement on page 3, 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 Auditors' 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/Auditing-standards>. This description forms part of our Auditors' Report.

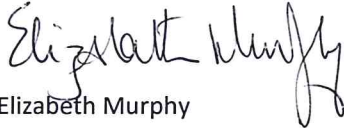


**THE IRISH MANUSCRIPTS COMMISSION**  
**(A Company Limited by Guarantee)**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE IRISH MANUSCRIPTS COMMISSION (CONTINUED)**

**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 Auditors' 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.



Elizabeth Murphy

for and on behalf of

**Duignan Carthy O'Neill Limited**

Chartered Accountants & Registered Auditors

84 Northumberland Road

Ballsbridge

Dublin 4

Date: 4 March 2022

**THE IRISH MANUSCRIPTS COMMISSION**  
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME & EXPENDITURE)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

		2021			2020		
		Restricted Funds €	Unrestricted Funds €	Total Funds €	Restricted Funds €	Unrestricted Funds €	Total Funds €
<b>Income from:</b>							
Revenue funding grants	6	270,000	-	270,000	297,500	-	297,500
Other activities		14,439	-	14,439	20,140	-	20,140
Charitable activities		-	-	-	-	-	-
Non monetary rental		38,763	-	38,763	39,748	-	39,748
Miscellaneous		-	-	-	-	-	-
<b>Total Income</b>		<b>323,202</b>	<b>-</b>	<b>323,202</b>	<b>357,388</b>	<b>-</b>	<b>357,388</b>
<b>Expenditure on:</b>							
Administration Expenses		(62,138)	-	(62,138)	(66,895)	-	(66,895)
Editorial & Publishing Expenses		(80,071)	-	(80,071)	(59,957)	-	(59,957)
Office Expenses		(31,300)	-	(31,300)	(29,981)	-	(29,981)
Special Projects		(4,783)	-	(4,783)	(78,095)	-	(78,095)
Cost of sales		(36,943)	-	(36,943)	(57,513)	-	(57,513)
Non monetary rental charge		(38,763)	-	(38,763)	(39,748)	-	(39,748)
<b>Total Expenditure</b>		<b>(253,998)</b>	<b>-</b>	<b>(253,998)</b>	<b>(332,189)</b>	<b>-</b>	<b>(332,189)</b>
<b>Operating income/(expenditure)</b>		<b>69,204</b>	<b>-</b>	<b>69,204</b>	<b>25,199</b>	<b>-</b>	<b>25,199</b>
Interest payable		-	-	-	-	-	-
Interest earned		-	-	-	-	-	-
<b>Net income/(expenditure)</b>		<b>69,204</b>	<b>-</b>	<b>69,204</b>	<b>25,199</b>	<b>-</b>	<b>25,199</b>
Transfer between funds		-	-	-	-	-	-
Net movement in funds		69,204	-	69,204	25,199	-	25,199
<b>Reconciliation of funds:</b>							
Total funds brought forward		72,036	-	72,036	46,837	-	46,837
Capital contribution	13	154,831	-	154,831	154,831	-	154,831
<b>Total funds carried forward</b>		<b>296,072</b>	<b>-</b>	<b>296,072</b>	<b>226,867</b>	<b>-</b>	<b>226,867</b>

All activities relate to continuing operations.

The notes on pages 18-27 form part of these financial statements.

**THE IRISH MANUSCRIPTS COMMISSION**  
(A Company Limited by Guarantee)

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2021**

	Note	2021 €	2020 €
<b>Fixed assets</b>			
Intangible assets	7	8,215	9,502
Tangible assets	8	3,059	3,781
		<u>11,274</u>	<u>13,283</u>
<b>Current assets</b>			
Stocks	9	4,021	11,520
Debtors: amounts falling due within one year	10	12,738	7,710
Cash at bank and in hand	11	288,464	208,458
		<u>305,223</u>	<u>227,688</u>
Creditors: amounts falling due within one year	12	(20,425)	(14,104)
		<u>284,798</u>	<u>213,584</u>
<b>Net current assets</b>		<u>284,798</u>	<u>213,584</u>
<b>Total assets less current liabilities</b>		<u>296,072</u>	<u>226,867</u>
<b>Net assets</b>		<u>296,072</u>	<u>226,867</u>
<b>Capital and reserves</b>			
Capital Contribution		154,831	154,831
Income and Expenditure Account		141,241	72,036
<b>Members' funds</b>		<u>296,072</u>	<u>226,867</u>

The financial statements were approved and authorised for issue by the board:

**John McCafferty (Chair)**  
Director

**Nicola Morris**  
Director

Date: 4 March 2022

The notes on pages 18 to 27 form part of these financial statements.



**THE IRISH MANUSCRIPTS COMMISSION**  
(A Company Limited by Guarantee)

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021 €	2020 €
<b>Cash flows from operating activities</b>		
Surplus for the financial year	69,204	25,199
<b>Adjustments for:</b>		
Amortisation of intangible assets	1,287	1,287
Depreciation of tangible assets	2,717	2,817
Decrease in stocks	7,499	4,821
(Increase)/decrease in debtors	(5,027)	6,194
Increase/(decrease) in creditors	6,321	(6,463)
<b>Net cash generated from operating activities</b>	<u>82,001</u>	<u>33,855</u>
<b>Cash flows from investing activities</b>		
Purchase of intangible fixed assets	-	(2,450)
Purchase of tangible fixed assets	(1,995)	(1,878)
<b>Net cash from investing activities</b>	<u>(1,995)</u>	<u>(4,328)</u>
<b>Net increase in cash and cash equivalents</b>	<u>80,006</u>	<u>29,527</u>
Cash and cash equivalents at beginning of year	208,458	178,931
<b>Cash and cash equivalents at the end of year</b>	<u><u>288,464</u></u>	<u><u>208,458</u></u>
<b>Cash and cash equivalents at the end of year comprise:</b>		
Cash at bank and in hand	288,464	208,458
	<u><u>288,464</u></u>	<u><u>208,458</u></u>

The notes on pages 18 to 27 form part of these financial statements.

**THE IRISH MANUSCRIPTS COMMISSION**  
**(A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. General information**

These financial statements comprising the Statement of financial activities, Balance Sheet, Statement of cashflows and the related notes constitute the individual financial statements of The Irish Manuscripts Commission for the financial year ended 31 December 2021.

The Irish Manuscripts Commission is a company limited by guarantee, incorporated in the Republic of Ireland. The company was incorporated in Ireland on 24 January 2006. The companies registered number is 414351 and its registered office is located at 45 Merrion Square, Dublin 2. The nature of the company's operations and its principal activities are set out in the Director's Report.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and Irish statute comprising of the Companies Act 2014.

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

The Irish Manuscripts Commission is constituted under Irish company law as a company limited by guarantee and is a registered charity and has adopted and reported its performance in accordance with the format provided for in the Charities SORP and in particular reports its performance for the financial year in the format of the SORP's Statement of Financial Activities (SOFA).

Companies Act 2014 which became effective in law on 1 June 2015 and from that date applied the format and content of financial statements requirements appropriate for a company trading for the profit of its members to a company that is a not for profit organisation. In order to provide information relevant to understanding the stewardship of the directors and the performance and financial position of the charity, The Irish Manuscripts Commission has prepared its financial statements in accordance with the formats provided for in the Charities SORP (FRS 102).

The directors consider the adoption of the SORP requirements is the most appropriate accounting to properly reflect and disclose the activities of the organisation. Had the Companies Act format and content of financial statements requirements suitable for a company trading for the profit of its members been presented instead, a profit and loss account with related notes showing items such as Turnover and Cost of Sales would have been reported along with a "profit" on ordinary activities before taxation.

The following principal accounting policies have been applied:

**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.

**THE IRISH MANUSCRIPTS COMMISSION**  
**(A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**2. Accounting policies (continued)**

**2.3 Pensions**

**Defined contribution pension plan**

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in profit or loss when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the Company in independently administered funds.

**2.4 Company Name**

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

**2.5 Intangible assets**

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

All intangible assets are considered to have a finite useful life.

Amortisation is provided on the following bases:

Website development costs	-	10 %
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**2.6 Tangible fixed assets**

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	20%
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The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in profit or loss.

**2.7 Debtors**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.



**THE IRISH MANUSCRIPTS COMMISSION**  
**(A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**2. Accounting policies (continued)**

**2.8 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.

**2.9 Cash and cash equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Company's cash management.

**2.10 Creditors**

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

**2.11 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.

**2.12 Taxation**

The company is exempt from taxation due to its charitable status, charity number 20063559 (CHY number: 17206).

**2.13 Government grants**

Grants are recognised using the performance 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.

**THE IRISH MANUSCRIPTS COMMISSION**  
**(A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**2. Accounting policies (continued)**

**2.14 Financial instruments**

The Company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in ordinary shares.

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade debtors and creditors, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration expected to be paid or received. However, if the arrangements of a short-term instrument constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or in case of an out-right short-term loan that is not at market rate, the financial asset or liability is measured, initially at the present value of future cash flows discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost, unless it qualifies as a loan from a director in the case of a small company, or a public benefit entity concessionary loan.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of Comprehensive Income.

For financial assets measured at amortised cost, the impairment loss is measured as the difference between an asset's carrying amount and the present value of estimated cash flows discounted at the asset's original effective interest rate. If a financial asset has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

For financial assets measured at cost less impairment, the impairment loss is measured as the difference between an asset's carrying amount and best estimate of the recoverable amount, which is an approximation of the amount that the Company would receive for the asset if it were to be sold at the balance sheet date.

**THE IRISH MANUSCRIPTS COMMISSION**  
**(A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**3. Judgments in applying accounting policies 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 relisable value. As sales volumes of books published are at their highest 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.

**Intangible Fixed Assets:**

The estimate of the useful life on Intangible fixed Assets is 10 years.

**4. Auditors' remuneration**

	2021 €	2020 €
Fees payable to the auditor	<u>3,875</u>	<u>3,875</u>



**THE IRISH MANUSCRIPTS COMMISSION**  
**(A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**5. Employees**

Staff costs were as follows:

	<b>2021</b>	<b>2020</b>
	<b>€</b>	<b>€</b>
Wages and salaries (including contracts for service)	<b>91,603</b>	<b>81,632</b>
Social insurance costs	<b>9,932</b>	<b>3,446</b>
Cost of defined contribution scheme	<b>6,360</b>	<b>6,360</b>
	<b>107,895</b>	<b>91,438</b>

The average monthly number of employees, during the year was as follows:

	<b>2021</b>	<b>2020</b>
	<b>No.</b>	<b>No.</b>
Employees	<b>1</b>	<b>1</b>

The Irish Manuscripts Commission has 1 permanent full time staff member and employs two people on a contract for service basis for administrative assistance.

**6. Department of Culture, Heritage and the Gaeltacht Grant**

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

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

	<b>2021</b>	<b>2020</b>
	<b>€</b>	<b>€</b>
Annual Grant	<b>270,000</b>	<b>235,000</b>
D/CHG Business Stabilisation Funds	<b>-</b>	<b>62,500</b>
	<b>270,000</b>	<b>297,500</b>

**THE IRISH MANUSCRIPTS COMMISSION**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**7. Intangible assets**

	Computer software €
<b>Cost</b>	
At 1 January 2021	12,874
	<hr/>
At 31 December 2021	12,874
	<hr/>
<b>Amortisation</b>	
At 1 January 2021	3,372
Charge for the year on owned assets	1,287
	<hr/>
At 31 December 2021	4,659
	<hr/>
<b>Net book value</b>	
At 31 December 2021	8,215
	<hr/> <hr/>
At 31 December 2020	9,502
	<hr/> <hr/>

**THE IRISH MANUSCRIPTS COMMISSION**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**8. Tangible fixed assets**

	Fixtures and fittings €
<b>Cost or valuation</b>	
At 1 January 2021	59,001
Additions	1,995
	<hr/>
At 31 December 2021	60,996
	<hr/>
<b>Depreciation</b>	
At 1 January 2021	55,220
Charge for the year on owned assets	2,717
	<hr/>
At 31 December 2021	57,937
	<hr/>
<b>Net book value</b>	
At 31 December 2021	3,059
	<hr/> <hr/>
At 31 December 2020	3,781
	<hr/> <hr/>

The company was incorporated on the 24th 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. Stocks**

	2021 €	2020 €
Stock of Books	4,021	11,520
	<hr/> <hr/>	<hr/> <hr/>

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



**THE IRISH MANUSCRIPTS COMMISSION**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**10. Debtors**

	2021 €	2020 €
Amounts Receivable	3,237	5,284
Other debtors	1,300	-
Prepayments	8,201	2,426
	<u>12,738</u>	<u>7,710</u>

**11. Cash and cash equivalents**

	2021 €	2020 €
Cash at bank and in hand	<u>288,464</u>	<u>208,458</u>

**12. Creditors: Amounts falling due within one year**

	2021 €	2020 €
Taxation and social insurance	8,591	6,413
Other creditors	-	252
Accruals	11,834	7,439
	<u>20,425</u>	<u>14,104</u>

**13. 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.

**14. Pension costs**

Pension costs amounted to €6,360 (2020: €6,360).

**15. Key management personnel compensation**

There was no compensation paid to key management personnel during the year ended 31 December 2021.

**THE IRISH MANUSCRIPTS COMMISSION**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**16. Related party transactions**

Directors are reimbursed for any travel and subsistence expenses incurred during the course of carrying out their duties. During the year ended 2021 the total expenses reimbursed amounted to €Nil (2020: €784).

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 €41,763, less expenses of €3,000 has been recognised in the 2021 financial statements (2020: €39,478,) as a non exchange donated service.

**17. 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.

**18. Controlling party**

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

**19. Approval of financial statements**

The board of directors approved these financial statements for issue on 4 March 2022