

Trustees' Annual Report

Period Start Date 06/06/23

Period end date 05.04.24

Charity Name: James Burke Foundation

Registered Charity Number: 117736

1. Objectives and Activities

The James Burke Foundation exists to promote the physical and mental health of individuals experiencing mental health difficulties. Our mission is delivered through:

- Providing support, education, and practical advice to individuals, families, and carers
- Raising awareness of mental health issues to reduce stigma and encourage understanding
- Educating the general public to foster a more compassionate and informed society

All of our activities are aligned with our governing documents and designed to deliver public benefit.

2. Summary of the Main Activities

During the reporting period, the James Burke Foundation delivered a range of impactful activities designed to support individuals and communities in understanding, managing, and responding effectively to mental health challenges.

Highlights from the year include:

- Held 9 community mental health and stigma awareness workshops, reaching over 200 people
- Delivered 4 public presentations to raise awareness of the impact of mental health issues and suicide
- Provided 7 one-to-one support sessions to individuals, families, and carers affected by mental health difficulties or bereavement
- Collaborated with 4 external organisations to deliver early intervention talks and

training

- Facilitated 5 mental health awareness training courses, recruiting and supporting attendees to increase knowledge and confidence

These activities have played a significant role in reducing stigma, improving resilience, and building stronger support networks throughout our community. Feedback from participants has been overwhelmingly positive, with many people reporting increased confidence, understanding, and emotional wellbeing because of their involvement.

Moreover, these efforts have enabled recipients to seek medical intervention at an earlier stage, helping to reduce the progression of illness. Many individuals have also applied the knowledge gained to support friends, family, and others within their wider communities, amplifying the positive impact of our work.

In all the work carried out, full regard was and continues to be paid to the Equality Act 2010. Our community-based approach has enabled us to build meaningful relationships with minoritised communities who are typically less likely to access formal mental health services, helping to close gaps in access, trust, and understanding.

The Trustees have kept in mind and fully adhered to the Charity Commission's guidance on public benefit at all trustee meetings and in all activities carried out by the Foundation.

Looking ahead, our strategic priorities for the coming year include:

- Expanding early intervention training into schools, colleges, and community organisations
- Developing new peer-support programmes
- Strengthening partnerships with local services
- Securing additional funding to support long-term sustainability
- Recruiting and training additional volunteers

These goals will guide our next steps as we continue to respond to growing community needs and deepen our impact across all areas of our work.

2A. Responding to the Ongoing Impact of COVID-19

Although the acute phase of the COVID-19 pandemic has passed, its long-term effects continue to impact individuals and communities, particularly in relation to mental health and emotional wellbeing.

Throughout the reporting period, the James Burke Foundation has responded to these ongoing needs by:

- Creating accessible opportunities for people to reconnect, share experiences, and build resilience
- Supporting individuals experiencing delayed trauma, grief, and anxiety resulting from isolation, loss, or service disruption during the pandemic
- Engaging with communities disproportionately affected by both the pandemic and wider systemic barriers to mental health support

These actions have helped reduce isolation, provided vital early support to those at risk, and fostered a greater sense of hope and connection. Many individuals reached through our programmes reported that they had not engaged with any other services since the pandemic, highlighting the importance of our local, approachable, and inclusive delivery model.

This targeted support continues to be a vital element of our work, and we remain committed to meeting the evolving needs of our communities as they navigate recovery.

3. Financial Review

Income and Expenditure:

During the year, the Foundation received a total income of £2,574, which supported the delivery of programmes, resources, and outreach. Expenditure remained in line with our charitable objectives and was used primarily for direct project costs and essential support to beneficiaries.

Reserves Policy:

We aim to maintain unrestricted reserves to ensure the continuity of our services. At year end, our free reserves stood at £9,575, which provides a modest but stable foundation as we seek to grow and expand our impact in the coming year.

Funding Sources:

We are deeply grateful to our funders and supporters who made our work

possible in 2024–25. These include:

- Individual donors and community fundraising contributors
- Volunteers who generously gave their time and energy — whether by running events, gaining sponsorships, growing moustaches, or walking to raise funds for our cause

Your dedication and generosity are at the heart of everything we do.

3A. Review of the Charity's Financial Position at the End of the Period

At the end of the reporting period, the James Burke Foundation remains in a stable financial position, with a year-end balance of £9,575 in free reserves. This reflects careful management of resources and effective fundraising activity throughout the year.

The total income received during the period was £2,574, generated through individual donations, community fundraising, and the generous support of volunteers. All funds were directed toward delivering charitable activities in line with our objectives.

All funds raised have been used to further the charitable objectives of the organisation.

The Foundation continues to operate with low overheads, ensuring that the majority of funds are directed to frontline impact.

The Trustees are satisfied that the charity remains financially viable and capable of meeting its short-term obligations. They also recognise the importance of securing additional income to support sustainability, service growth, and volunteer development.

The Trustees will continue to review the charity's financial position regularly and take all necessary steps to safeguard its future.

Statement on Reserves Policy:

We do not have a formal reserves policy. The charity currently has no financial liabilities other than one month's notice for the office rent, which is expected to be terminated in the coming year.

4. Structure, Governance and Management

The James Burke Foundation is constituted as a Charitable Incorporated Organisation (CIO) and operates under a Foundation Constitution Document.

Type of Governing Document:
Foundation Constitution Document

How is the charity constituted?

The charity is constituted as a Charitable Incorporated Organisation (CIO).

Trustee Selection Methods:

Trustees are elected on a rolling three-year basis and can serve more than one term. The Chair has the authority to appoint trustees outside the normal election cycle when there is an additional need. This allows the Foundation to bring in specific skills or expertise as required.

5. Risk Management

The Board regularly reviews strategic and operational risks. Key risks this year have included:

- Sustainable funding, addressed through active grant-seeking and donor engagement
- Volunteer wellbeing and retention, supported through training and flexible roles
- Safeguarding and governance, maintained through up-to-date policies and regular review

All policies are in place and reviewed annually to ensure safety and accountability.

6. Plans for the Future

Our strategic priorities for the coming year include:

- Expanding early intervention training into schools, colleges, and community organisations
- Developing new peer-support programmes to offer lived-experience-led support for those affected by mental health issues
- Strengthening partnerships with local services to enhance community reach and referral pathways

- Securing additional funding to support long-term sustainability and the growth of our impact
- Recruiting and training additional volunteers to ensure we can meet increasing demand for our services

These goals reflect our commitment to building capacity, deepening our impact, and ensuring that everyone affected by mental health challenges can access timely, compassionate, and practical support.

7. Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and Financial Statements in accordance with the Charities Act 2011 and the charity's constitution. They confirm that the financial statements give a true and fair view of the charity's affairs and have been prepared in line with relevant guidance.

8. Trustees and Reference Information

Board of Trustees during the year:

- Sharon Burke
- Ann Preston
- Bridget Pearson – Treasurer
- Paul Abraham – Secretary / 2nd Treasurer
- Warren Smith
- Gina Greenley
- Paul Ratcliffe – Chair
- Adam Forber

Registered Address:

Available on request

Independent Examiner/Auditor:

Not applicable

9. Declarations

The Trustees declare that they have approved the Trustees' Annual Report.


Signed on behalf of the Trustees:

Signature: 

Full Name: PAUL ABRAMAM

Position: SECRETARY / 2ND TREASURES

Date: 4/7/24

Signature: 

Full Name: SHARON BURKE

Position: TRUSTEE

Date: 4-7-24



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Block (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date

06/04/2023

To

Period end date

05/04/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Amazon Europe	13	-	-	13	-
With Our Compliments (Barclays)	700	-	-	700	-
Ben Stevens	200	-	-	200	-
Paul Abraham	205	-	-	205	-
Give as you Live	1,456	-	-	1,456	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	2,574	-	-	2,574	4,580
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,574	-	-	2,574	4,580
A3 Payments					
Leeds City Council	230	-	-	230	-
Ricoh	438	-	-	438	-
Mayfair Group	4,995	-	-	4,995	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	5,663	-	-	5,663	50
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,663	-	-	5,663	50
Net of receipts/(payments)	- 3,089	-	-	- 3,089	4,530
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 3,089	-	-	- 3,089	4,530

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	9,575	-	-

(agree balances with receipts and payments account(s))

Agreement Letter

OR

OR


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Paul Abraham	4/7/24
	Sharon Burke	4/7/24