

# CPB Canada Bookkeeping Excellence Awards

## 2020 Firm of the Year Award

*Please submit your completed nomination by August 14, 2020*

Thank you for taking the time to nominate a deserving bookkeeping firm for the **2020 Firm of the Year Award**. Your nomination may be supplemented with additional information, gathered by research from the CPB Canada team, and/or further information provided by the Nominee. The Selection Committee will need to select the award winner.

### THE AWARD

The CPB Canada Firm of the Year Award was created to recognize a bookkeeping firm owned by a CPB Canada Certified Professional Bookkeeper (CPB) member that has proven to uphold the standards and ideals of the association, has contributed to CPB Canada's success, as well as the success of its community. In addition, it has proven growth, makes use of the latest technology and has achieved a high level of recognition from its clients.

### ELIGIBILITY CRITERIA

The Nominee must:

- a. Demonstrate that it upholds the standards and ideals of CPB Canada as identified in our [Mission](#), [Vision](#), and [Code of Ethics and Professional Conduct](#); and
- b. Demonstrate growth (i.e. increase in customer base, increase in staff); and
- c. Have achieved a high level of recognition from its clients; and
- d. Be making use of the latest technology; and
- e. Demonstrate innovation in desktop or cloud accounting and/or business practices
- f. Be contributing to the success of CPB Canada; and
- g. Have a development/training program in place for employees to obtain the CPB designation; and
- h. Be involved in its community; and
- i. Have at least one owner who is a Certified Professional Bookkeeper (CPB or FCPB) and member in good standing of CPB Canada, with no ethics complaints proven to have merit, and must be current with their [Continuing Education Credit requirements](#); and
- j. Have at least one additional full-time employee.

### **WHO CAN BE NOMINATED?**

- a. A bookkeeping firm owned by a CPB Canada member in good standing who is a CPB, with no ethics complaints proven to have merit, and at least one additional full-time employee: please note that contractors do not count as employees.
- b. Current members of the CPB Canada Board of Directors and CPB Canada employees are **NOT** eligible to be nominated for this award.
- c. Previous Nominee firms **ARE ELIGIBLE** to be nominated for this award.
- d. Previous winners **ARE NOT ELIGIBLE** to be nominated again for a period of three years after winning their award (eg. if a winner in 2017, they cannot be nominated again until 2021).

### **WHO CAN NOMINATE?**

- a. Any CPB Canada member, any employee or customer/client of the firm.
- b. Entities/companies that supply technology to the accounting/bookkeeping community, and their representatives, are not permitted to submit nominations.
- c. Self-nominations will be accepted, with supporting documentation.

### **PROCESS**

- a. All nominations and supporting documentation must be received by CPB Canada no later than midnight Eastern Time on August 14, 2020. The date and time recorded on the Google Form will be used as the date and time received, and late entries will not be accepted.
- b. The nomination must be submitted to CPB Canada via the Google Form here:  
<https://forms.gle/EtwyDP88XS4HGKng8>
- c. This application must be completed in its entirety or the nomination will be eliminated from consideration.
- d. CPB Canada will acknowledge receipt of each nomination and any additional supporting information.
- e. CPB Canada accepts no responsibility for any nomination or supporting information which is sent but not received. If you do not receive an acknowledgment e-mail within 72 hours, please e-mail us at [awards@cpbcan.ca](mailto:awards@cpbcan.ca).
- f. The Selection Committee's decision will be final, and no correspondence will be entered into regarding the nomination.

### **SELECTION COMMITTEE**

CPB Canada will form a Selection Committee to choose the recipient of the Firm of the Year Award. The committee will consist of three CPB Canada members who are CPBs in good standing, who are not members of the current Board of Directors, the Staff or the CPB Canada Awards Committee.

### **ANNOUNCEMENT OF THE AWARD**

The recipient of the CPB Canada Firm of the Year Award will be announced at the IGNITE Conference.

### **MAXIMUM NUMBER OF WINNERS IN ANY ONE YEAR**

No more than one (1) Firm of the Year Award will be awarded in any one year.

## **SUPPORTING DOCUMENTATION/MATERIALS (SELF NOMINATIONS)**

### **Letters**

Self-nominations must include 2-3 letters of support from organizations or individuals that know or have worked with the Nominee Firm. A maximum of two of these letters of support can be from clients of the Nominee Firm. Ideally, these letters would include the following:

- a. A brief description of the person/organization supporting the nomination, their work/company, and their role in the community.
- b. The details of the Nominee Firm's involvement with the person/organization supporting the nomination, including:
  - the role of the Nominee Firm
  - support indicating how the nominee has met the criteria.

Entities/companies that supply technology to the accounting/bookkeeping community, and their representatives, are not permitted to submit letters of support.

### **Photos**

The Nominee must include one high-resolution image (head shot) with the Nominee questionnaire.

*If you have any questions concerning this process, please contact [awards@cpbcan.ca](mailto:awards@cpbcan.ca)*