

Bookkeeping Excellence Awards – Firm of the Year Award

THE AWARD

Thank you for nominating a deserving bookkeeping firm for the **Firm of the Year Award**. This award recognizes a bookkeeping firm owned by a Certified Professional Bookkeeper (CPB) that has proven to uphold the standards and ideals of the association and contributed to the success of the broader community. This is demonstrated through proven growth, impressive use of the latest technology and has achieved a high level of recognition from their clients.

ELIGIBILITY CRITERIA

The Nominee will have:

- a. Demonstrated that they uphold the standards and ideals of CPB Canada as identified in our [Mission, Vision](#), and [Code of Ethics and Professional Conduct](#).
- b. Demonstrated growth (i.e., increase in revenues, customer base and staff).
- c. Have achieved a high level of recognition from its clients.
- d. Made effective use of the latest technology to improve their Firm's operations and services.
- e. Demonstrated innovation in desktop or cloud accounting and general business practices.
- f. There is a development/training program for employees to pursue their CPB designation.
- g. Become involved in their community.
- h. At least one additional full-time employee. Please note that contractors do not count as employees.
- i. At least one owner who is a Certified Professional Bookkeeper (CPB) and member in good standing of CPB Canada, with no ethics complaints of merit and is compliant with their Continuing Professional Development (CPD) requirements.
- j. Current members of the Board of Directors and employees of CPB Canada are not eligible to be nominated for this award.

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 ahead of any prescribed deadline. The date and time of nominations are recorded, and late entries will not be accepted.
- b. The nomination will be submitted to CPB Canada via the prescribed channels for that given year.
- c. All nominations must be completed entirely, or the nomination will be eliminated from consideration.
- d. CPB Canada will provide an acknowledged receipt for each nomination submitted.
- e. The Review Panel's decision will be final.

Review Panel

CPB Canada will form a Review Panel annually to choose the Firm of the Year recipient. They will consist of at least three CPB Canada members who are CPBs in good standing and not members of the current Board of Directors.

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 given year.

SUPPORTING DOCUMENTATION/MATERIALS

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 or logo.