

# Bookkeeping Excellence Awards

## – New Firm of the Year Award

### THE AWARD

Thank you for nominating a deserving bookkeeping firm for the **New Firm of the Year Award**. This award recognizes a bookkeeping firm owned by a CPB Canada member currently on the Certification Pathway at the minimum level of Technician. Firms nominated must have been in operation for less than two years, have proven to uphold the standards and ideals of CPB Canada and contributed to the success of its community. In addition, it has established growth and successful technology adoption along with recognition from its clients.

### ELIGIBILITY CRITERIA

The Nominee will have:

- a. Demonstrated that it upholds the standards and ideals of CPB Canada as identified in our [Mission, Vision](#), and [Code of Ethics and Professional Conduct](#).
- b. Been in business for less than two years.
- c. Demonstrated growth (i.e., increased customer base, revenues, and staff).
- d. Achieved a high level of recognition from its clients.
- e. Adopted and made use of the latest technology to improve their business.
- f. Demonstrated innovation in desktop or cloud accounting and business practices.
- g. Been able to contribute to the success of CPB Canada.
- h. Provided development/training for employees to obtain the CPB certification.
- i. Been involved in its community.
- j. At least one owner who currently is on the Certification Pathway, at the minimum level of Technician, be a member in good standing with no ethics complaints of merit and is compliant with their Continuing Professional Development (CPD) requirements.
- k. At least one additional full-time employee. Please note that contractors do not count as employees.
- l. Current members of the CPB Canada Board of Directors and CPB Canada employees are not eligible to be nominated for this award.

## **WHO CAN NOMINATE?**

- a. Any CPB Canada member, an employer, an 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 are permitted 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 New Firm of the Year Award 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 New Firm of the Year will be announced at the IGNITE Conference.

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

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

## **SUPPORTING DOCUMENTATION/MATERIALS**

### **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 (headshot) with the Nominee submission.