



LUCA AWARDS

Accounting Firm of the Year

Tuesday 29th November 2016
Mansion House, London, EC4N
8BH

In the presence of HRH Prince Michael of Kent GCVO
Black Tie

Accounting Firm of the Year



The LUCA for Accounting Firm of the Year will be awarded to the Accounting Firm that, in the opinion of ICB, can demonstrate that it upholds the standards and ideals of ICB and can show that it deserves to be awarded the title 'Accounting Firm of the Year'. The firm will not be tested on its accounting ability but upon its ability to provide a good, supportive service appropriate to the needs of its clients. Furthermore it must show a firm understanding and dedication to principles of good bookkeeping. Nominated firms should meet at least one of the following criteria:

- The firm must employ a student or member of ICB
- The firm should employ the services of one or more ICB practices
- The firm should show support for ICB at local, regional or national level.

Criteria

1. Nominations for the Accounting Firm of the Year LUCA Award must be submitted by an ICB student, member or practice.
2. The nominator must have been associated with the firm for not less than twelve months immediately preceding the LUCA Awards ceremony.
3. Previous winners or nominees are eligible to enter.
4. Nominations should take the form of a letter detailing why the accounting firm deserves to be awarded the LUCA for Accounting Firm of the Year.
5. The nomination should be submitted to ICB via email to luca@icbglobal.org. The email subject line must include "Accounting Firm of the Year nomination", together with the name of the firm being nominated.
6. The letter of nomination must include the following basic information:
 - The name of the firm being nominated
 - Name and contact details of the person within the firm that ICB can contact for interview
 - Name of student or member submitting the nomination
 - Length of association with the firm being nominated
 - Nature of relationship with firm being nominated
7. The application fee for Accounting Firm of the Year is £100 + VAT. An invoice for the application fee will be issued upon receipt of your application. Payment will be due within 7 days from the date of invoice. If funds are not received within this time your nomination may be revoked.
8. Additional documentation, such as letters from any person or persons willing to support the nomination, for example from employees, clients, other ICB students, members or practices, etc., are encouraged. These can be attached to the original nomination or emailed separately. If emailed separately the subject line must include the name of the firm being nominated and must state that it is supporting documentation.
9. ICB will acknowledge receipt of each nomination and separate supporting information. ICB accepts no responsibility for any nomination or supporting information which is sent but is not received.
10. All nominations and supporting documentation must be received by ICB not later than midnight on Monday 14th November 2016. The date and time recorded on the ICB's inbox will be taken as the date and time received and late entries will not be accepted.
11. Nominees who are shortlisted will receive 2 tickets to the LUCA Awards event taking place on Tuesday 29th November at the Mansion House in London (value £480). Nominees will be expected to attend the awards ceremony.
12. ICB's decision will be final and no correspondence will be entered into.