



LUCA
AWARDS

Small Practice of the Year

Monday 16th October 2017

**The Queen Elizabeth II Centre
Westminster, London, SW1P 3EE**

Small Practice of the Year



The LUCA for Small Practice of the Year will be awarded to the Practice 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 'Small Practice of the Year'. Whilst the specific criteria for what constitutes a Small Practice of the Year is that it is comprised four or fewer people, any other criteria may apply, such as: it is expected that nominated practices will have achieved significant success. This could be, by way of example, a practice that has expanded in terms of number of clients, turnover or number of employees; a practice that has used effective marketing to promote itself and ICB; or perhaps a practice that has achieved a high level of praise from clients or external partners; it might also be a practice that is able to demonstrate that it has contributed to an ICB branch or region, or has undertaken activities which have assisted a charity or the wider community.

Criteria

1. Nominations for the Small Practice of the Year LUCA Award may be submitted by the Practice itself or by another person associated with the Practice who believes that the Practice is worthy of the title 'Small Practice of the Year'
2. The Practice must have held an ICB Practice Licence for not less than 18 months immediately preceding the LUCA Awards ceremony.
3. Previous winners or nominees are eligible to enter
4. The Practice must consist of four or fewer people. The four or fewer must include the owner/principal of the practice. These need not necessarily all be undertaking bookkeeping/accounting roles. For instance the practice may have a receptionist or a marketing executive. The four or fewer people may be employees or if freelancers they must have been engaged by the Practice on a regular basis. Regular meaning for at least the last twelve months and on at least 6 occasions during the last twelve months.
5. Nominations should take the form of a letter detailing why the Practice deserves to be awarded the LUCA for Small Practice of the Year.
6. The nomination should be submitted to ICB via email to luca@icbglobal.org. The email subject line must include "Small Practice of the Year nomination", together with the name of the Practice being nominated.
7. The letter of nomination must include the following basic information:
 - a. The name of the Practice
 - b. Name of the nominator
 - c. Name of the owner/principal of the practice
 - d. Names of people working in the practice and their job roles/titles
8. The application fee for Small Practice of the Year is £50 + VAT. An invoice for the application fee will be issued upon receipt of the application. Payment will be due within 7 days from the date of invoice. If funds are not received within this time the nomination may be revoked.
9. The application fee is non-refundable.
10. Additional documentation, such as letters from any person or persons willing to support the nomination, for example from clients, accountants 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 Practice being nominated and must state that it is supporting documentation.
11. ICB will acknowledge receipt of each nomination. ICB accepts no responsibility for any nomination or supporting information which is sent but is not received.
12. All nominations and supporting documentation must be received by ICB not later than midnight on Sunday 1st October 2017. 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.
13. Nominated parties may be contacted by ICB for interview
14. Nominees will be expected to attend the dinner and awards ceremony taking place in London on, Monday 16th October.
15. ICB's decision will be final and no correspondence will be entered into.