



LUCA AWARDS

Accounting Firm of the Year

Monday 26 November 2018

**Radisson Blu Edwardian, Heathrow
140 Bath Road, Hayes, Middlesex, UB3 5AW**

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 accounting firm must demonstrate that they understand the important role that a bookkeeper has made to their business and that they have successfully integrated bookkeeping into their business ethos. They must be able to show that they have used their bookkeeper or bookkeepers to improve the financial management of their business and that this has yielded tangible results.

Criteria

1. Nominations for the Accounting Firm of the Year LUCA Award may be submitted by the Accounting Firm itself, an employee or anyone associated with the company.
2. Previous winners or nominees are eligible to enter
3. Nominations should take the form of a letter detailing why the Accounting Firm deserves to be awarded the LUCA for Employer of the Year.
4. 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 Accounting Firm being nominated.
5. The letter of nomination must include the following basic information:
 - The name of the Accounting Firm
 - Name of the nominator
6. 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.
7. The application fee is non-refundable.
8. Additional documentation, such as letters from any person or persons willing to support the nomination, for example from employees, 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 Accounting Firm being nominated and must state that it is supporting documentation.
9. ICB will acknowledge receipt of each nomination. 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 Friday 26th October 2018. 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. Nominated parties may be contacted by ICB for interview.
12. Nominees will be expected to attend the dinner and awards ceremony taking place in London on, Monday 26th November 2018.
13. ICB's decision will be final and no correspondence will be entered into.