



# 2024 Annual Excellence Awards

Summary of all award categories, their criteria and questions

This document has been compiled to provide a complete overview of all information relating to each of the Excellence Awards.

The nominations for the 2024 ICNZB Excellence awards need to be submitted to [support@icnzb.org.nz](mailto:support@icnzb.org.nz) by 5pm 16 June 2024 to be eligible for inclusion in the judging.

A summary of each awards overview, criteria and questions is summarised for each award as below:

## Table of contents

ICNZB Bookkeeper of the Year.....	3
ICNZB Bookkeeping Business of the Year.....	4
ICNZB Bookkeeping Trainer of the Year – Gayle Buchanan Memorial Trophy.....	5
ICNZB Bookkeeping Employee of the Year.....	6
ICNZB Emerging Bookkeeper of the Year.....	7
ICNZB Service to Bookkeeping Award.....	8
ICNZB Sustainable Business of the Year.....	9
ICNZB Community Contributor of the Year.....	10

# ICNZB Bookkeeper of the Year

The ICNZB Bookkeeper of the Year is awarded to a member who has demonstrated their overall excellence in the field of bookkeeping by showing they have upheld the conduct set out in our Code of Ethical Conduct; provided examples of how they have had a positive impact on their clients through real life; and have dedicated time to their own professional development.

## Eligibility Criteria

1. This category is awarded to an individual.
2. The nominee must be a current ICNZB member and must have been a member for not less than 24 months preceding the awards.
3. The nominee must hold membership at either the Certified Bookkeeper or Master Bookkeeper levels.

## Award Criteria

The ICNZB Bookkeeper of the Year is awarded to a member who the judges feel has excelled in the field of bookkeeping, shown through the service they offer to their clients, shown themselves to be a valuable member of the bookkeeper business community and upheld the standards and ethics of ICNZB and the bookkeeping profession.

## Entry

Entries must be submitted via the official entry nomination form by 5pm on 16 June 2024 to [support@icnzb.org.nz](mailto:support@icnzb.org.nz). All entries will be checked to ensure eligibility criteria is met before being accepted. Any entry not meeting the criteria will be void.

As part of the entry nomination, we offer these questions as a guide.

1. Why does the nominee deserve the title of the ICNZB Bookkeeper of the year?
2. The Code of Ethical Conduct for Certified Bookkeepers sets out 6 core principles that our members are bound to. Provide examples of how the nominee upholds these ethics and principles.
3. In your own words, provide an example(s) of how the nominee has had a significant contribution to their clients' businesses, or the wider business community?
4. What is the nominee's biggest achievement in the last 12 months?

# ICNZB Bookkeeping Business of the Year

The ICNZB Bookkeeping Business of the Year is awarded to a bookkeeping business who has demonstrated overall excellence in the field of bookkeeping. This can be by demonstrating the impact they have had on their clients or local community; the growth they have experienced; the leadership they demonstrate and how they have built trusting and cooperative relationships with their stakeholders.

## Eligibility Criteria

1. This category is awarded to a business that offers bookkeeping services.
2. Nominations for this award are to be submitted by the bookkeeping business owner/director.
4. The business owner/director must hold current ICNZB membership at either the Certified Bookkeeper or Master Bookkeeper level. They must have been a member of ICNZB for not less than 12 months preceding the awards.
5. This category is open for entries from bookkeeping businesses that are owned or operated by an ICNZB member and may or may not employ staff or engage contractors. A bookkeeping business is defined as a limited liability company, a sole trader, a trust or a partnership.

## Award Criteria

1. The ICNZB Bookkeeping Business of the Year is awarded to a business that the judges feel has excelled in the field of bookkeeping, shown through the service they offer to their clients, provides professional development to staff to stay at the forefront of changes in industry and upheld the standards and ethics of ICNZB and the bookkeeping profession.

## Entry

Entries must be submitted via the official entry nomination form by 5pm on 16 June 2024 to [support@icnzb.org.nz](mailto:support@icnzb.org.nz). All entries will be checked to ensure eligibility criteria is met before being accepted. Any entry not meeting the criteria will be void.

As part of the entry nomination, we offer these questions as a guide.

1. Why does this business deserve the title of the ICNZB Bookkeeping Business of the year?
2. The Code of Ethical Conduct for Certified Bookkeepers sets out 6 core principles that our members are bound to. Provide examples of how the business upholds these ethics and principles.
3. In your own words, provide an example(s) of how the business has had a significant contribution to their clients' businesses, or the wider business community?
4. What is the biggest achievement in the last 12 months?
5. Being a successful business owner requires a strong sense of leadership and the ability to build and maintain valuable relationships with all of your stakeholders. Tell us about your leadership style and how you feel it contributes to the success and growth of your business?

# ICNZB Bookkeeping Trainer of the Year – Gayle Buchanan Memorial Trophy

Gayle Buchanan was a founding member of ICNZB and was a strong advocate for accountants and bookkeepers working together for the betterment of the client. To this end, she was extremely passionate about training, educating and supporting the profession worldwide with a particular focus on cloud-based software. Gayle Buchanan passed away in October 2015 and this legacy award honors her pioneering spirit and groundbreaking work in the importance of training and mentoring bookkeepers worldwide.

## Eligibility Criteria

1. This category is awarded to an individual.
2. The nominee must be a current ICNZB member and must have been a member for not less than 24 months preceding the awards.
3. The nominee must hold membership at either the Certified Bookkeeper or Master Bookkeeper levels.

## Award Criteria

The ICNZB Bookkeeping Trainer of the Year is awarded to an individual who has excelled at training or mentoring other bookkeepers or clients in the principles and practices of bookkeeping and best practice. This individual will have shown a commitment to continuous research and upskilling of themselves to ensure that the training/mentoring they provide is current and relevant and they actively encourage compliance with the core principles of the ICNZB Code of Ethical Conduct.

## Entry

Entries must be submitted via the official entry nomination form by 5pm on 16 June 2024 to [support@icnzb.org.nz](mailto:support@icnzb.org.nz). All entries will be checked to ensure eligibility criteria is met before being accepted. Any entry not meeting the criteria will be void.

As part of the entry nomination, we offer these questions as a guide.

1. In your own words, describe the training or mentoring services you offer and to who?
2. The Code of Ethical Conduct for Certified Bookkeepers sets out 6 core principles that our members are bound to. Provide us with examples of how you educate your students on these principles.
3. Tell us what steps have you taken to ensure that your own professional development is taken care of to enable you to provide others with training and mentoring.
4. In your own words, provide us with an example of what you consider to be your proudest training/mentoring moment?

# ICNZB Bookkeeping Employee of the Year

The ICNZB Bookkeeping Employee of the Year is awarded to an employed member who has demonstrated their overall excellence in the field of bookkeeping by showing they have upheld the conduct set out in our Code of Ethical Conduct; provided examples of how they have had a positive impact on their clients through real life examples using innovative measures; and have dedicated time to their own professional development.

## Eligibility Criteria

1. This category is awarded to an individual who is employed as a bookkeeper employee.
2. The nominee must be a current ICNZB member and must have been a member for not less than 6 months preceding the awards.
3. The nominee must hold membership at either the Certified Bookkeeper or Master Bookkeeper levels.

## Award Criteria

The ICNZB Bookkeeping Employee of the Year is awarded to a member who the judges feel has excelled in the field of bookkeeping, shown through the service they offer to their clients, shown themselves to be a valuable member of the bookkeeper business community and upheld the standards and ethics of ICNZB and the bookkeeping profession.

## Entry

Entries must be submitted via the official entry nomination form by 5pm on 16 June 2024 to [support@icnzb.org.nz](mailto:support@icnzb.org.nz). All entries will be checked to ensure eligibility criteria is met before being accepted. Any entry not meeting the criteria will be void.

As part of the entry nomination, we offer these questions as a guide.

1. Why does the nominee deserve the title of the ICNZB Bookkeeping Employee of the year?
2. The Code of Ethical Conduct for Certified Bookkeepers sets out 6 core principles that our members are bound to. Provide examples of how the nominee upholds these ethics and principles.
3. In your own words, provide an example(s) of how the nominee has had a significant contribution to their clients' businesses, or the wider business community?
4. What is the nominee's biggest achievement in the last 12 months?

# ICNZB Emerging Bookkeeper of the Year

The ICNZB Emerging Bookkeeper of the Year is awarded to a member who has demonstrated their growth as a new bookkeeper in their understanding of bookkeeping principles and practice by showing they have upheld the conduct set out in our Code of Ethical Conduct; shown themselves to be a valuable member of the bookkeeping business community; provided examples of how they have had a positive impact on their clients through real life; and have dedicated time to their own professional development.

## Eligibility Criteria

1. This category is awarded to an individual
2. The nominee must be a current ICNZB member and must have been a member for not less than 6 months preceding the awards.
3. The nominee started bookkeeping within the last 2 years
4. The nominee must hold membership at either the Certified Bookkeeper

## Award Criteria

The ICNZB Emerging Bookkeeper of the Year is awarded to a member who the judges feel has demonstrated growth in the practice and principles of bookkeeping, shown through the service they offer to their clients, shown themselves to be a valuable member of the bookkeeper community and upheld the standards and ethics of ICNZB and the bookkeeping profession.

## Entry

Entries must be submitted via the official entry nomination form by 5pm on 16 June 2024 to [support@icnzb.org.nz](mailto:support@icnzb.org.nz). All entries will be checked to ensure eligibility criteria is met before being accepted. Any entry not meeting the criteria will be void.

As part of the entry nomination, we offer these questions as a guide.

1. Why does the nominee deserve the title of the ICNZB Emerging Bookkeeper of the year?
2. The Code of Ethical Conduct for Certified Bookkeepers sets out 6 core principles that our members are bound to. Provide examples of how the nominee upholds these ethics and principles.
3. In your own words, provide an example(s) of how the nominee has had a significant contribution to their clients' businesses, or the wider business community?
4. How has the nominee demonstrated their commitment to their continued professional development over the last 12 months?

# ICNZB Service to Bookkeeping Award

The Service to Bookkeeping Award is awarded to an individual that has demonstrated significant service to the bookkeeping profession and encouraged and supported other bookkeepers in their professional journey. This award is a peer nomination award – submissions can be made by someone who knows you in your bookkeeping capacity ie. another bookkeeper or client.

Nominations for this award are to be submitted by bookkeeping peers of the nominee .

## Eligibility Criteria

1. The nominee must be a current ICNZB member and must have been a member for not less than 12 months preceding the awards.
2. The nominee must hold membership at either the Certified Bookkeeper or Master Bookkeeper levels.

If you are unsure whether your nominee meets these criteria, please contact [info@icnzb.org.nz](mailto:info@icnzb.org.nz) prior to submitting a nomination for confirmation.

## Award Criteria

The ICNZB Service to Bookkeeping is awarded to a member who the judges feel has demonstrated significant service to the bookkeeping profession; has support and encouraged other bookkeepers on their professional journey and upheld the standards and ethics of ICNZB and the bookkeeping profession.

## Entry

Entries must be submitted via the official entry nomination form by 5pm on 16 June 2024 to [support@icnzb.org.nz](mailto:support@icnzb.org.nz). All entries will be checked to ensure eligibility criteria is met before being accepted. Any entry not meeting the criteria will be void.

As part of the entry nomination, we offer these questions as a guide.

1. Provide a brief summary as to how you know the nominee, and why you are nominating them for this award.
2. Give one or more examples of how the nominee has shown significant and long-lasting service to the bookkeeping profession (may be more than one) and how you feel this has benefited the profession?
3. In your own words, tell us what you feel the nominee has done to encourage and support other bookkeepers?
4. What do you believe has been the nominee's biggest achievement in the last 12 months?



# ICNZB Sustainable Business of the Year

The ICNZB Sustainable Business of the Year is awarded to a bookkeeping business that has excelled in sustainable business practices. This can be by demonstrating the impact they have had on the environment; the reduction in their business carbon footprint; the leadership they demonstrate in business sustainability and how their business practices support this.

## Eligibility Criteria

1. This category is awarded to a business that offers bookkeeping services.
2. This category is open for entries from bookkeeping businesses that are owned or operated by an ICNZB member. A bookkeeping business is defined as a limited liability company, a sole trader, a trust or a partnership.
4. The business owner/director must hold current ICNZB membership at either the Certified Bookkeeper or Master Bookkeeper level. They must have been a member of ICNZB for not less than 12 months preceding the awards.

## Award Criteria

The ICNZB Sustainable Business of the Year is awarded to a bookkeeping business who the judges feel has excelled in sustainable business practices; demonstrating their desire to reduce the impact they have had on the environment; actively reducing their business carbon footprint; the leadership they demonstrate in business sustainability and how their business practices support this.

## Entry

Entries must be submitted via the official entry nomination form by 5pm on 16 June 2024 to [support@icnzb.org.nz](mailto:support@icnzb.org.nz). All entries will be checked to ensure eligibility criteria is met before being accepted. Any entry not meeting the criteria will be void.

As part of the entry nomination, we offer these questions as a guide.

1. Provide an example of a recent change the nominee implemented that allows their business to operate in a more sustainable manner and provide insight as to how they stay ahead of sustainable business practice options.
2. Provide information on how the nominee has reduced their environmental impact
3. What do you believe has been the nominee's biggest achievement in the last 12 months relating to sustainable business practices?

# ICNZB Community Contributor of the Year

The ICNZB Community Contributor of the Year Award is awarded to an individual that has shown themselves to be a valuable member of their community volunteering their time and knowledge to assist others; and upholds the standards and ethics of ICNZB and the bookkeeping profession.

Nominations for this award are to be submitted by bookkeeping peers of the nominee, or by the bookkeeper themselves.

## Eligibility Criteria

1. The nominee must be a current ICNZB member and must have been a member for not less than 12 months preceding the awards.
2. The nominee must hold membership at either the Certified Bookkeeper or Master Bookkeeper levels.

If you are unsure whether your nominee meets these criteria, please contact [info@icnzb.org.nz](mailto:info@icnzb.org.nz) prior to submitting a nomination for confirmation.

## Award Criteria

The ICNZB Community Contributor of the Year is awarded to a member who the judges feel has demonstrated themselves to be a valuable member of their community, volunteering their time and knowledge, to assist community groups. The nominee is actively involved in one or more community groups and upholds the standards and ethics of ICNZB and the bookkeeping profession.

## Entry

Entries must be submitted via the official entry nomination form by 5pm on 16 June 2024 to [support@icnzb.org.nz](mailto:support@icnzb.org.nz). All entries will be checked to ensure eligibility criteria is met before being accepted. Any entry not meeting the criteria will be void.

As part of the entry nomination, we offer these questions as a guide.

1. Describe the community group/s that the nominee is actively involved in, as a volunteer, over the last 12 months and the level of commitment they have to this group.
2. Give one or more examples of how the nominee has used their bookkeeping skills to assist the above.
3. In your own words, tell us what you feel the nominee has done to deserve this award.
4. Provide an example of a time the nominee has promoted the standards and ideals of the bookkeeping profession.