

HFMA Industry Awards 2010

Nomination Form

ACCOUNTS TEAM OF THE YEAR

This award aims to recognise the most effective, innovative and efficient Accounts Team of the Year looking both at the processes carried out throughout the year and those undertaken at year-end.

Shortlisted entrants may be asked to attend a judging panel to help judges understand more about the entry.

Entry Requirements:

1. Applicants must complete the nomination form providing responses to the following questions:
 - How was the annual accounts process managed? (Include details of any key challenges or obstacles that were overcome) (500 words)
 - Highlight any changes/improvements compared with the previous year and the reasons for making these changes. (250 words)
 - What was the approach to working papers? (150 words)
 - How did the team ensure the accounts were produced on time? (150 words)
 - How were the accounts presented within and outside the organisation? (150 words)
 - What was the external auditor's view of the final accounts product? (150 words)
 - Are there any lessons for next year's accounts process? (150 words)
2. A copy of the financial pages from the organisation's annual report

Judging criteria:

Judges will be looking for evidence of:

- The quality of the accounts produced and the reporting in the Annual Report
- The professionalism of the team
- Collaborative working
- Good planning, processes and the achievement of milestones

Please email completed forms to awards@hfma.org.uk together with a copy of any supporting material/appendices.

Deadline for submissions: **Friday 1st October 2010**

Please contact Ben Renshaw on 0117 938 8997, or awards@hfma.org.uk if you have any queries

HFMA Awards - Accounts Team of the year Award 2010

Organisation /Trust name:	
Postal Address:	
Contact name (for award submission)	
Telephone:	
Email:	
Nominee Name (organisation or applicant's name):	
How did you hear about the awards?	

How was the annual accounts process managed? (Include details of any key challenges or obstacles that were overcome) (500 words)

Highlight any changes/improvements compared with the previous year and the reasons for making these changes. (250 words)

What was the approach to working papers? (150 words)

How did the team ensure the accounts were produced on time? (150 words)

How were the accounts presented within and outside the organisation? (150 words)

What was the external auditor's view of the final accounts product? (150 words)

Are there any lessons for next year's accounts process? (150 words)

Have you included a copy of the financial pages from your organisations annual report?

YES

NO

Please list the titles of any additional appendices you are submitting as part of your entry (Maximum of 4). (Please note any appendices should only support the case made above)

HFMA Awards 2010 - Entry Rules

1. All entries must be completed using an official HFMA nomination form in order to be judged, available to download at <http://www.hfma.org.uk/awards>
2. All entries must be received by email to awards@hfma.org.uk by the closing date (1st October 2010)
3. The person's whose name is on the entry form as "Contact Name" will be the associations permanent contact throughout the course of the awards program, and will receive all correspondence, including receipt-of-entry and winning-entry acknowledgements.
4. If an entry is more than 10% over the word limit, the judges may choose not to read it and therefore, your submission will be jeopardised.
5. Following confirmation of receipt of entry, the adjudications panel will consider nominations and publish the shortlists for each award prior to the Awards ceremony. The HFMA team will contact organisations that have been short-listed.
6. The awards will be judged according to the criteria for each category published at <http://www.hfma.org.uk/awards>
7. A panel of judges will assess the entries and produce a shortlist in each category. The shortlist will be announced in November (on the HFMA website). Both successful and unsuccessful entries will also be contacted by the organisers.
8. Once the shortlist is published by HFMA, organisations that have made the shortlist may publicise this fact (including using the official HFMA Awards logos) but can only do so with written permission from HFMA. Copies of the licence are available on request and will be provided to each shortlisted nominee.
9. For some awards categories, the shortlisted entries may be required to attend an interview before the judges in London. Interviews will take place in early November at a time and date TBC. The purpose of the interviews is to enable the judges to get a more detailed understanding of the entry as well as the opportunity to ask questions.
10. The award winners will be announced at the 2010 HFMA Annual Conference Gala dinner which will take place in London on the evening of 9th Dec 2010 at the Hilton London Metropole.
11. All shortlisted entries are allocated 2 tickets free of charge to attend the Gala dinner.
12. If in the opinion of the Chairman of each adjudication panel a nomination is reasonably likely to cause material damage to the reputation of HFMA or any of its group companies, HFMA shall at its sole discretion choose to disqualify that nomination.
13. Organisations may be short-listed for more than one award and the appropriateness of the category in which it sits may also be examined by the adjudicators.
14. Organisations cannot be short-listed for an award they have sponsored.
15. It is advised that judges seek guidance with hfma before they are required to score/comment on an entry, where they may have a vested interest.
Judges are ineligible to score/comment on an entry made from their own organisation, or if they have a vested interest.
16. HFMA will maintain copies of all entries. Winning entries may be used in order to give feedback or as an example to other entrants if requested.
17. The judges may disqualify any entry that does not adhere to the rules.
18. No nominee shall engage in any activity that may damage the integrity of the Awards scheme or ceremony. Any such actions shall be raised with HFMA who will take any decision on disqualification. HFMA's decision with respect to disqualification is final.
19. The decisions of the judges will be final and will not be subject to any appeal. All entrants must agree to be bound by them.