

# BUSINESS DETAILS CHEAT SHEET

Registered Organisation Name	
Other business names	
Physical address	
Postal Address	
Phone Number	
Email address	
Web address	
ABN / ACN	
Incorporated Association Number	
Year Established	
Insurance details	
Background/history	
Registered for GST?	
Bank Details: <ul style="list-style-type: none"> <li>• Account Name</li> <li>• BSB</li> <li>• Account Number</li> </ul>	
Financial details <ul style="list-style-type: none"> <li>• Turnover</li> <li>• Cash at bank</li> <li>• Investments</li> </ul>	
Vision	
Mission	
Goals	
PDF link if you have a Strategic Plan	
Facebook/Twitter/other social media links	
PDF link if you have an Annual Report	
PDF link if you have a Capability Statement	
Link to photo sample or location	
Achievements/awards	
Contact person and details: <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Phone</li> <li>• Mobile</li> <li>• Email</li> </ul>	
Board/Committee Member details (for each) <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Phone</li> <li>• Mobile</li> <li>• Email</li> </ul>	
Affiliated/associated memberships	
No. current members or employees	
Member/employee growth in the last year %	
No. Indigenous members/employees	
No. female members/employees	
No. male members/employees	
No. older members/employees	
No. members/employees with disabilities	
No. youth members (organisation)	
No. contractors (business)	
No. members/employees from cultural backgrounds	
Famous current or past members/employees	