### Instructions:
1. Bills are to face the same way.
2. Ones are to be paper clipped in stacks of $25.00. Place the paperclip on the left-hand side.
3. Fives, Tens, Twenties, etc. are to be separated by denomination and paper clipped in stacks of $100.00.
4. Face the checks in the same manner - CLUB ACCOUNT NUMBER is to be written in the lower left hand corner of the check.