



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** February 23, 2026

**TOPIC** Approval of Administrative Directive #2026-06 – Fund Balance Reserve Policy

### BACKGROUND BRIEF:

Council is scheduled to consider approving a fund balance reserve policy for the Village. This policy is intended to ensure that the Village maintains adequate cash in the General Fund to maintain proper cash flow for a minimum of two months of general Village operations.

Section 3.12 of the Village Charter states, in part, that *“All administrative officers of the village shall perform such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager...”* This Administrative Directive is issued by the Village Manager pursuant to Charter.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

None

### FINANCIAL IMPACT:

None

### RECOMMENDED MOTION:

To approve Administrative Directive #2026-06 – FINANCIAL MANAGEMENT – FUND BALANCE RESERVE POLICY as presented by the Village Manager.