

Congress of the United States
U.S. House of Representatives
Committee on Small Business
2361 Rayburn House Office Building
Washington, DC 20515-6515

March 14, 2024

The Honorable Bryan Steil
Chairman
Committee on House Administration
1309 Longworth HOB
Washington, DC 20515

Dear Chairman Steil:

In accordance with the regulations of the Committee on House Administration, I am submitting one copy of the monthly report for February 2024, including:

- A. Summary of the progress of the specific investigations and studies for which funds were approved.
- B. Statement of expenses for the month and year to date.
- C. Report of travel performed using Committee funds.
- D. List of Committee employees, job titles and gross monthly salaries.
- E. Certification by the Chair of the reporting Committee that the report is available to Members of the Committee for examination.
- F. A list of all Committee detailees with each detailee's effective start and end date of detail at the Committee.

The report is available to members of the committee for examination.

Sincerely,



Roger Williams
Chairman

**Activities of the
Committee on Small Business
118th Congress, 2nd Session
February, 2024**

February 6, 2024-Full Committee Hearing: *"Under the Microscope: Reviewing the SBA's Small Business Size Standards."*

February 14, 2024- Full Committee Hearing: *"Burdensome Regulations: Examining the Impact of EPA Regulations on Main Street."*

February 15, 2024-Subcommittee Hearing: Contracting and Infrastructure;
"Leveling the Playing Field: Challenges Facing Small Business Contracting."

Monthly Financial Statement by Legislative Year

Office: 10SM000 COMM ON SMALL BUSINESS MAJ

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: 2024 February - Closed

Budget to Actual

Program	Object Class	YTD Budget Original	YTD Budget Adjusted	YTD Budget Revised	YTD Committed	YTD Obligated	YTD Received	YTD Disbursed	YTD Total Actual	YTD Total Available
	** Authorization	2,499,333.33	0.00	2,499,333.33	0.00	0.00	0.00	0.00	0.00	2,499,333.33
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	341,088.32	341,088.32	(341,088.32)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	1,935.25	1,935.25	(1,935.25)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	1,229.93	1,229.93	(1,229.93)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	231.00	231.00	(231.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	218.00	0.00	3,294.98	3,512.98	(3,512.98)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	1,892.58	1,892.58	(1,892.58)
	Total	2,499,333.33	0.00	2,499,333.33	0.00	218.00	0.00	349,672.06	349,890.06	2,149,443.27
AE200	** Authorization	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00

Monthly Financial Statement by Legislative Year

Office: 10SM999 COMM ON SMALL BUSINESS MIN

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: 2024 February - Closed

Budget to Actual

Program	Object Class	YTD Budget Original	YTD Budget Adjusted	YTD Budget Revised	YTD Committed	YTD Obligated	YTD Received	YTD Disbursed	YTD Total Actual	YTD Total Available
	** Authorization	1,249,666.67	0.00	1,249,666.67	0.00	0.00	0.00	0.00	0.00	1,249,666.67
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	161,203.34	161,203.34	(161,203.34)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	(428.45)	(428.45)	428.45
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	46.70	46.70	(46.70)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	1,177.00	1,177.00	(1,177.00)
	Total	1,249,666.67	0.00	1,249,666.67	0.00	0.00	0.00	161,998.59	161,998.59	1,087,668.08

**Small Business Committee - Majority
Fund Balance Statement
February 2024**

Total Funds	\$2,499,333.33
January Totals	\$ 166,833.30
February Totals	\$ 181,376.78
March Totals	
April Totals	
May Totals	
June Totals	
July Totals	
August Totals	
Septemeber Totals	
October Totals	
November Totals	
December Totals	
Total Spent	\$ 348,210.08
Funds Remaining	\$2,151,123.25

**Small Business Committee - Majority
Monthly Balance Statement
February 2024**

Payroll	\$ 176,425.00
Bonuses	\$0.00
SUBTOTAL	\$ 176,425.00
Travel	
Airfare	\$550.42
Lodging	\$1,077.36
Meals	\$188.34
WIFI on Travel	\$0.00
Car Rental	\$0.00
Auto Mileage	\$0.00
Taxi, Parking, Tolls	\$64.42
SUBTOTAL	\$1,880.54
Rent, Comm, Utilities	
DC Tel Equipment	\$68.00
DC Tell Service	\$237.50
DC Tell Tolls	\$924.43
SUBTOTAL	\$1,229.93
Print and Reprod	
Print and Reprod	\$115.50
Photographic	
SUBTOTAL	\$115.50
OTHER SERVICES	
Technology Service Contracts	\$0.00
Web Hosting/Email Service	\$ -
SUBTOTAL	\$ -
SUPPLIES & MATERIALS	
Bottled Water	\$32.84
Food & Beverage	\$0.00
Framing (Transfer)	\$0.00
Supplies Outside	\$195.00
OSS Supplies	\$140.98
Software < \$500	\$926.99
Publications	\$ -
SUBTOTAL	\$ 1,295.81
EQUIPMENT	
Equipment Purchase <\$25K	\$ -
Computer Hardward Purchase	\$0.00
Equip Maintenance	\$ 430.00
SUBTOTAL	\$ 430.00
TOTAL	\$ 181,376.78

**Committee on Small Business
Minority
Monthly Statement by Paid Date
118-2 February**

Description	February	YTD Including February	Cumulative Total
Non-Statutory Compensation	\$ 86,567.77	\$ 161,203.34	\$ 161,203.34
11-Personnel Compensation subtotal	\$ 86,567.77	\$ 161,203.34	\$ 161,203.34
DC Telecom Equipment (TRANSFER)	\$ 32.00	\$ 32.00	\$ 32.00
DC Telecom Service (TRANSFER)	\$ 77.50	\$ 77.50	\$ 77.50
DC Telecom Tolls (TRANSFER)	\$ (537.95)	\$ (537.95)	\$ (537.95)
HIR Graphics (TRANSFER)	\$ -	\$ -	\$ -
Postage/Courier/Box Rental	\$ -	\$ -	\$ -
23-Rent, Communications & Utilities subtotal	\$ (428.45)	\$ (428.45)	\$ (428.45)
Water	\$ 42.38	\$ 42.38	\$ 42.38
Office Supply Transfer	\$ 4.32	\$ 4.32	\$ 4.32
Software Under \$500.00	\$ 554.40	\$ 554.40	\$ 554.40
26-Supplies, Materials subtotal	\$ 601.10	\$ 601.10	\$ 601.10
Office Equipment Purchase Less Than \$25,000	\$ 526.00	\$ 526.00	\$ 526.00
Computer Software Purchase Less Than \$10,000	\$ 907.58	\$ 907.58	\$ 907.58
Maintenance / Repairs	\$ 651.00	\$ 651.00	\$ 651.00
31-Equipment subtotal	\$ 2,084.58	\$ 2,084.58	\$ 2,084.58
Total Expenses	\$ 88,825.00	\$ 163,460.57	\$ 163,460.57

**Committee on Small Business
Minority
Fund Balance Statement by Paid Date
February**

Total Authorization
118-2 **\$1,249,666.67**

Less Expenses for:

January	2024	\$74,635.57
February		\$88,825.00
March		\$0.00
April		\$0.00
May		\$0.00
June		\$0.00
July		\$0.00
August		\$0.00
September		\$0.00
October		\$0.00
November		\$0.00
December		\$0.00

Total Expenses to Date: **\$163,460.57**

Unexpended authorization **\$1,086,206.10**

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Allocation	\$5,000
January	\$0
Feburary	\$0.00
March	
April	
May	
June	
July	
August	
Septemeber	
October	
November	
December	
Total Expended	\$0
Unexpended Allocation	\$5,000

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Employee List-February 2024-Majority

Last Name	First Name	Title	Gross Salary	Start Date	End Date
Albrecht	Alexander	Counsel	8,750.00		
Chambless	Stephanie	Counsel	12,083.33		
Coffield	Andrew	Professional Staff	9,166.67		
Conklin	Elisabeth	Professional Staff	8,333.33		
Denham	Samantha	Deputy Communications Director	8,333.33		
Eckhardt	Christopher	Law Clerk	3,750.00		
Fedorchak	Mary Kathryn	Shared Employee	1,666.67		
High	Heidi	Professional Staff	9,166.67		
Holmes	Lauren	General Counsel	15,000.00		
Johnson	Benjamin	Staff Director	17,675.00		
Joseph	Adam	Press Assistant and Digital Assista	5,416.67		
Lambert	Ryan	Professional Staff	9,167		
Majida	Reda	Staff Assistant	4,583		
McCutchen	Kevin	Press Secretary	7,500		
Rothe	Andrew	Policy Director	15,416.67		
Smith	Chandler	Professional Staff	8,333.33		
VanHyfte	Matthew	Communications Director	12,083.33		
Ver Hage	Emma	Clerk	6,250.00		
Vogel	Ann	Shared Employee	2,916.67		
Wallwork	Lucas	Member Services/Coalitions Dire.	10,833.33		

PERSONAL	176,425.00
LUMP SUM BONUS	0.00
TOTAL	176,425.00

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Employee List-Janury 2024

Last Name	First Name	Title	Gross Salary	Start Date	End Date
Benedetti	Cathleen	Professional Staff	10,416.67		
Bowman	Matthew	Sr. Professional Staff member	9,583.33		
Erkel	Richard	Senior Advisor	666.67		
Garcia	Moraima	Office Manager	12,973.33		
Jung	Melissa	Staff Director/Chief Counsel	15,208		
Low	Matthew	Professional Staff	5,625		
McGinnis	Michael	Deputy Communications Director	9,900.00		
McWade	Timothy	Shared Employee	1,583.33		
Voslow	Lauren	Director of Operations	8,527.78		
Williams-Harrington	Ellen	Deputy Staff Director	12,083.33		

PERSONAL	86,567.77
LUMP SUM BONUS	0.00
TOTAL	86,567.77

Committee on Small Business
118th Congress, 2nd Session
Detailee List
February 29, 2024

<u>Detaillee Name</u>	<u>Agency</u>	<u>Start Date</u>	<u>End Date</u>
Steward, Deborah	GPO	1/3/202	12/31/2024