

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

February 13, 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 January 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
January 2024**

January 11, 2024-Full Committee Hearing: "Crime on the Rise: How Lawlessness is Impacting Main Street America."

January 18, 2024- Full Committee Hearing: "Unleashing Main Street's Potential: Examining Avenues to Capital Access."

January 30, 2024-Subcommittee Hearing: "Pathways to Success: Supporting Entrepreneurs and Employees with Disabilities."

January 31, 2024-Full Committee Markup

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10SM000 COMM ON SMALL BUSINESS MAJ

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: January 2024

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	164,663.32	164,663.32	(164,663.32)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	54.71	54.71	(54.71)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	115.50	115.50	(115.50)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	749.40	0.00	1,444.77	2,194.17	(2,194.17)
	31 Equipment	0.00	0.00	0.00	0.00	907.58	0.00	1,081.00	1,988.58	(1,988.58)
	Total	2,499,333.33	0.00	2,499,333.33	0.00	1,656.98	0.00	167,359.30	169,016.28	2,330,317.05
	** Authorization	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
AE200	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10SM999 COMM ON SMALL BUSINESS MIN

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: January 2024

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
EXPEN	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	74,635.57	74,635.57	(74,635.57)
	Total	1,249,666.67	0.00	1,249,666.67	0.00	0.00	0.00	74,635.57	74,635.57	1,175,031.10

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

Total Funds	\$2,499,333.33
January Totals	\$ 166,833.30
February Totals	
March Totals	
April Totals	
May Totals	
June Totals	
July Totals	
August Totals	
Septemeber Totals	
October Totals	
November Totals	
December Totals	
Total Spent	\$ 166,833.30
Funds Remaining	\$2,332,500.03

Small Business Committee - Majority
Monthly Balance Statement
January 2024

Payroll	\$ 164,663.32
Bonuses	\$0.00
SUBTOTAL	\$ 164,663.32
Travel	
Airfare	\$0.00
Lodging	\$0.00
Meals	\$0.00
WIFI on Travel	\$0.00
Car Rental	\$0.00
Auto Mileage	\$0.00
Taxi, Parking, Tolls	\$54.71
SUBTOTAL	\$54.71
Rent, Comm, Utilities	
DC Tel Equipment	\$0.00
DC Tell Service	\$0.00
DC Tell Tolls	\$0.00
SUBTOTAL	\$0.00
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	\$0.00
Food & Beverage	\$0.00
Framing (Transfer)	\$0.00
Supplies Outside	\$20.13
OSS Supplies	\$224.64
Software < \$500	\$0.00
Publications	\$ 1,200.00
SUBTOTAL	\$ 1,444.77
EQUIPMENT	
Equipment Purchase <\$25K	\$ -
Computer Hardward Purchase	\$0.00
Equip Maintenance	\$ 555.00
SUBTOTAL	\$ 555.00
TOTAL	\$ 166,833.30

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

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

Less Expenses for:

January	2024	\$75,161.57
February		\$0.00
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: **\$75,161.57**

Unexpended authorization **\$1,174,505.10**

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

Description	January	YTD Including January	Cumulative Total
Non-Statutory Compensation	\$ 74,635.57	\$ 74,635.57	\$ 74,635.57
Accrued Leave	\$ -	\$ -	\$ -
Bonus	\$ -	\$ -	\$ -
11-Personnel Compensation subtotal	\$ 74,635.57	\$ 74,635.57	\$ 74,635.57
Airfare Commercial Transportation	\$ -	\$ -	\$ -
Lodging	\$ -	\$ -	\$ -
Meals	\$ -	\$ -	\$ -
21-Travel	\$ -	\$ -	\$ -
DC Telecom Equipment (TRANSFER)	\$ -	\$ -	\$ -
DC Telecom Service (TRANSFER)	\$ -	\$ -	\$ -
DC Telecom Tolls (TRANSFER)	\$ -	\$ -	\$ -
HIR Graphics (TRANSFER)	\$ -	\$ -	\$ -
Postage/Courier/Box Rental	\$ -	\$ -	\$ -
23-Rent, Communications & Utilities subtotal	\$ -	\$ -	\$ -
Non-Frankable Printing & Reproduction	\$ -	\$ -	\$ -
24-Printing	\$ -	\$ -	\$ -
Technology Service Contracts	\$ -	\$ -	\$ -
Web Dev, Hosting, Email, Related Services	\$ -	\$ -	\$ -
25-Other Services subtotal	\$ -	\$ -	\$ -
Water	\$ -	\$ -	\$ -
Food & Beverage	\$ -	\$ -	\$ -
Framing	\$ -	\$ -	\$ -
Habitation Expense	\$ -	\$ -	\$ -
Office Supply Transfer	\$ -	\$ -	\$ -
Software Under \$500.00	\$ -	\$ -	\$ -
26-Supplies, Materials subtotal	\$ -	\$ -	\$ -
Maintenance / Repairs	\$ 526.00	\$ 526.00	\$ 526.00
31-Equipment subtotal	\$ 526.00	\$ 526.00	\$ 526.00
Total Expenses	\$ 75,161.57	\$ 75,161.57	\$ 75,161.57

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Franked Mail Report | January 2024

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

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Employee List-January 2024

Last Name	First Name	Title	Gross Salary	Start Date	End Date
Albrecht	Alexander	Counsel	8,166.67		
Benedetti	Cathleen	Professional Staff	9,333.33		
Bowman	Matthew	Sr. Professional Staff member	8,555.56		
Chambless	Stephanie	Counsel	11,277.77		
Coffield	Andrew	Professional Staff	8,555.56		
Conklin	Elisabeth	Professional Staff	7,777.77		
Denham	Samantha	Deputy Communications Director	7,777.77		
Eckhardt	Christophe	Law Clerk	3,500.00	1/3/2024	
Erkel	Richard	Senior Advisor	622.22		
Fedorchak	Mary Kathi	Shared Employee	1,555.56		
Finks	Lauren	Director of Operations	6,455.56		
Garcia	Moraima	Office Manager	7,777.78		
High	Heidi	Professional Staff	8,555.56		
Holmes	Lauren	General Counsel	14,000.00		
Johnson	Benjamin	Staff Director	16,496.67		
Joseph	Adam	Press Assistant and Digital Assistant	5,055.56		
Jung	Melissa	Staff Director/Chief Counsel	16,302		
Lambert	Ryan	Professional Staff	8,556		
Low	Matthew	Professional Staff	4,667		
Majida	Reda	Staff Assistant	4,278		
McCutchen	Kevin	Press Secretary	7,000		
McGinnis	Michael	Deputy Communications Director	8,555.56		
McWade	Timothy	Shared Employee	1,477.78		
Rothe	Andrew	Policy Director	14,388.89		
Smith	Chandler	Professional Staff	7,777.77		
VanHyfte	Matthew	Communications Director	11,277.77		
Ver Hage	Emma	Clerk	5,833.33		
Vogel	Ann	Shared Employee	2,722.23		
Wallwork	Lucas	Member Services/Coalitions Director	10,111.11		
Williams-Harrington	Ellen	Deputy Staff Director	10,888.89		
PERSONAL			239,298.89		
LUMP SUM BONUS			0.00		
TOTAL			239,298.89		

Committee on Small Business
118th Congress, 2nd Session
Detailee List
December 31, 20234

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