

Congress of the United States
U.S. House of Representatives
Committee on Small Business
2301 Rayburn House Office Building
Washington, DC 20515-0315

July 17, 2023

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 June 2023, 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, 1st Session
June 2023**

June 6, 2023-Subcommittee on Economic Growth, Tax and Capital Access Hearing:
"American Ingenuity: promoting Innovation Through the Tax Code."

June 7, 2023- Full Committee Hearing: *"Prices on the Rise: Examining the Effects of
Inflation on Small Businesses."*

June 13, 2023-Full Committee Hearing: *"Assisting Entrepreneurs: Examining
Private and Public Resources Helping Small Businesses."*

June 22, 2023-Full Committee Hearing: "Reviewing the SBA's Office of Advocacy
Report on the Regulatory Flexibility Act."

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10SM000 COMMITTEE ON SMALL BUSINESS

Authorization Year 2023
 2023:118th Congress 1st Session
 Month: June 2023

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	3,621,000.00	0.00	3,621,000.00	0.00	0.00	0.00	0.00	0.00	3,621,000.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	1,239,871.16	1,239,871.16	(1,239,871.16)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	4,670.37	4,670.37	(4,670.37)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	8,657.48	8,657.48	(8,657.48)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	2,618.00	2,618.00	(2,618.00)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	34,392.87	34,392.87	(34,392.87)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	14,788.78	14,788.78	(14,788.78)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	4,377.97	4,377.97	(4,377.97)
	Total	3,621,000.00	0.00	3,621,000.00	0.00	0.00	0.00	1,309,376.63	1,309,376.63	2,311,623.37
	** Authorization	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
	FM Franked Mail	0.00	0.00	0.00	0.00	0.00	0.00	4.80	4.80	(4.80)
AE200	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	4.80	4.80	4,995.20

H. S. House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10SM000 COMMITTEE ON SMALL BUSINESS

Authorization Year 2023
 2023:118th Congress 1st Session
 Month: June 2023

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	229,558.34	1,149,301.71
		1104 Accrued Leave	0.00	3,069.45
		1106 Bonus	17,500.00	87,500.00
		Total	247,058.34	1,239,871.16
		2101 Airfare Commercial Transport	0.00	2,472.48
		2105 Lodging	0.00	1,301.49
21 Travel		2110 Meals	0.00	341.81
		2115 WI-FI On Travel	0.00	19.00
		2120 Car Rental	0.00	214.43
		2135 Taxi/Ride Share	0.00	313.62
		2137 Tolls	0.00	7.54
		Total	0.00	4,670.37
EXPEN General Expenditures		2320 DC Telecom Equip (TRANSFER)	96.00	1,140.00
		2321 DC Telecom Serv (TRANSFER)	268.50	1,133.25
		2322 DC Telecom Tolls (TRANSFER)	1,086.79	6,194.89
		2335 HIR Graphics (TRANSFER)	100.00	156.00
		2350 Postage / Courier / Box Rental	0.00	33.34
		Total	1,551.29	8,657.48
		2402 Non-Frankable Printing & Repro	497.00	2,618.00
		Total	497.00	2,618.00
		2571 Technology Service Contracts	3,222.00	19,967.87
		2572 Web Dev Hst,Email & Rtd Serv	1,385.00	14,425.00
Total	4,607.00	34,392.87		
26 Supplies and Materials		2602 Water	91.40	1,554.30
		2603 Food & Beverage	499.13	3,151.17
		2610 Habitation Expense	283.00	283.00
		2620 Office Supplies (Outside)	610.90	4,939.06
		2621 Office Supply (TRANSFER)	521.18	3,877.51
		Total	2,505.61	13,805.04

H.S. House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10SM000 COMMITTEE ON SMALL BUSINESS

Authorization Year 2023
 2023:118th Congress 1st Session
 Month: June 2023

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	26 Supplies and Materials	2623 Software < \$500	(381.47)	602.27
		2630 Publications/Reference Mat'l	381.47	381.47
		Total	2,005.61	14,788.78
31 Equipment	31 Equipment	3105 Office Equip Purch<\$25,000	0.00	1,271.99
		3112 Computer Hardw Purch <\$25,000	0.00	(2,654.79)
		3118 Maintenance / Repairs	1,081.00	5,760.77
	Total	1,081.00	4,377.97	
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	4.80	4.80
		Total	4.80	4.80
	Total	Total	4.80	4.80

**Small Business Committee - Majority
Monthly Balance Statement
June 2023**

Payroll	\$ 149,808.34
Bonuses	\$0.00
SUBTOTAL	\$ 149,808.34
Travel	
Airfare	\$0.00
Lodging	\$0.00
Meals	\$0.00
WIFI on Travel	\$0.00
Car Rental	\$0.00
Taxi, Parking, Tolls	\$0.00
SUBTOTAL	\$0.00
Rent, Comm, Utilities	
DC Tel Equipment	\$64.00
DC Tell Service	\$191.00
DC Tell Tolls	\$677.00
HIR Graphics	\$100.00
SUBTOTAL	\$1,032.00
Print and Reprod	
Print and Reprod	\$231.00
Photographic	
SUBTOTAL	\$231.00
OTHER SERVICES	
Technology Service Contracts	\$1,611.00
Web Hosting/Email Service	\$ 1,000.00
SUBTOTAL	\$ 2,611.00
SUPPLIES & MATERIALS	
Bottled Water	\$43.73
Food & Beverage	\$499.13
Framing (Transfer)	
Supplies Outside	\$610.90
OSS Supplies	\$381.18
Software < \$500	(\$381.47)
Publications	\$ 381.47
SUBTOTAL	\$ 1,534.94
EQUIPMENT	
Equipment Purchase <\$25K	\$ -
Computer Hardward Purchase	\$0.00
Equip Maintenance	\$ 555.00
SUBTOTAL	\$ 555.00
TOTAL	\$ 155,772.28

**Small Business Committee - Majority
Fund Balance Statement
June 2023**

Total Funds		\$2,414,000.00
January Totals	\$	41,474.19
February Totals		\$99,874.02
March Totals		\$183,230.72
April Totals	\$	151,727.85
May Totals	\$	156,766.06
June Totals	\$	155,772.28
July Totals		
August Totals		
Septemeber Totals		
October Totals		
November Totals		
December Totals		
Total Spent	\$	788,845.12
Funds Remaining		\$1,625,154.88

**Committee on Small Business
Minority
Monthly Statement by Paid Date
118-1 June**

Description	June	YTD Including June	Cumulative Total
Non-Statutory Compensation	\$ 79,750.00	\$ 479,861.13	\$ 479,861.13
Accrued Leave	\$ -	\$ 3,069.45	\$ 3,069.45
Bonus	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
11-Personnel Compensation subtotal	\$ 97,250.00	\$ 500,430.58	\$ 500,430.58
DC Telecom Equipment (TRANSFER)	\$ 32.00	\$ 390.00	\$ 390.00
DC Telecom Service (TRANSFER)	\$ 77.50	\$ 403.00	\$ 403.00
DC Telecom Tolls (TRANSFER)	\$ 409.79	\$ 3,000.62	\$ 3,000.62
HIR Graphics (TRANSFER)	\$ -	\$ 6.00	\$ 6.00
Postage/Courier/Box Rental	\$ -	\$ 33.34	\$ 33.34
23-Rent, Communications & Utilities subtotal	\$ 519.29	\$ 3,832.96	\$ 3,832.96
Non-Frankable Printing & Reproduction	\$ 266.00	\$ 266.00	\$ 266.00
24-Printing	\$ 266.00	\$ 266.00	\$ 266.00
Technology Service Contracts	\$ 1,611.00	\$ 9,666.00	\$ 9,666.00
Web Dev, Hosting, Email, Related Services	\$ 385.00	\$ 1,925.00	\$ 1,925.00
25-Other Services subtotal	\$ 1,996.00	\$ 11,591.00	\$ 11,591.00
Water	\$ 47.67	\$ 567.62	\$ 567.62
Food & Beverage	\$ -	\$ 114.46	\$ 114.46
Habitation Expense	\$ 283.00	\$ 283.00	\$ 283.00
Office Supply Transfer	\$ 140.00	\$ 210.00	\$ 210.00
Software Under \$500.00	\$ -	\$ 68.12	\$ 68.12
26-Supplies, Materials subtotal	\$ 470.67	\$ 1,243.20	\$ 1,243.20
Equipment & Software Maintenance	\$ 526.00	\$ 3,167.77	\$ 3,167.77
31-Equipment subtotal	\$ 526.00	\$ 3,167.77	\$ 3,167.77
Total Expenses	\$ 101,027.96	\$ 520,531.51	\$ 520,531.51

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

Total Authorization
118-1 **\$1,207,000.00**

Less Expenses for:

January	2023	\$95,502.01
February		\$87,433.58
March		\$87,368.80
April		\$78,017.69
May		\$71,181.47
June		\$101,027.96
July		\$0.00
August		\$0.00
September		\$0.00
October		\$0.00
November		\$0.00
December		\$0.00

Total Expenses to Date: **\$520,531.51**

Unexpended authorization **\$686,468.49**

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Franked Mail Report | June 2023

Allocation	\$5,000
January	\$0
Feburary	\$0.00
March	\$0.00
April	0
May	0
June	4.83
July	
August	
Septemeber	
October	
November	
December	
Total Expended	\$5
Unexpended Allocation	\$4,995

REPORT ON TRAVEL PERFORMED
Committee on House Administration
118th Congress, 1st Session
June 2023

MAJORITY

	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total	
					Transportation	Meals, Lodging & Incidentals	Other		
Traveler	From	To							
There ws no travel to report during this period									
Total									\$0.00

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
There was no travel to report during said period								
Total Minority Travel Performed								\$0.00

Committee on Small Business | 118th Congress, 1st Session

Employee List-June 2023

Last Name	First Name	Title	Gross Salary	Start Date	End Date
Albrecht	Alexander	Counsel	7,583.33	6/5/2023	
Benedetti	Cathleen	Professional Staff	10,333.33		
Bowman	Matthew	Sr. Professional Staff member	9,166.67		
Burton	Matthew	Communications Advisor	1,500.00		6/6/2023
Chambless	Stephanie	Counsel	11,250.00		
Coffield	Andrew	Professional Staff	8,750.00		
Conklin	Elisabeth	Professional Staff	7,916.67		
Denham	Samantha	Deputy Communications Director	7,916.67		
Erkel	Richard	Senior Advisor	666.67		
Finks	Lauren	Director of Operations	7,083.33		
Garcia	Moraima	Office Manager	8,333.33		
High	Heidi	Professional Staff	3,750.00		
Holmes	Lauren	General Counsel	13,750.00		
Johnson	Benjamin	Staff Director	16,975.00		
Joseph	Adam	Press and Disital Assistant	5,000.00		
Jung	Melissa	Staff Director/Chief Counsel	15,000		
Lambert	Ryan	Professional Staff	8,750		
Low	Matthew	Professional Staff	5,000		
Majida	Reda	Staff Assistant	4,167		
McGinnis	Michael	Deputy Communications Director	9,166.67		
McWade	Timothy	Shared Employee	3,333.33		
Rothe	Andrew	Policy Director	15,000.00		
Smith	Chandler	Professional Staff	7,916.67		
VanHyfte	Matthew	Communications Director	10,833.33		
Ver Hage	Emma	Clerk	5,833.33		
Vogel	Ann	Shared Employee	2,916.67		
Wallwork	Lucas	Member Services/Coalitions Dire.	10,000.00		
Williams-Harrington	Ellen	Deputy Staff Director	11,666.67		

PERSONAL	229,558.34
LUMP SUM BONUS	17,500.00
TOTAL	247,058.34

Committee on Small Business | 118th Congress, 1st Session
Employee List-June 2023

Last Name	First Name	Title	Lump Sum Bonus
Bowman	Matthew	Sr. Prof Staff Member	4,500.00
Finks	Lauren	Director of Operations	4,250.00
Garcia	Moraima	Office Manager	4,250.00
Garcia	Moraima	Office Manager	4,500.00

PERSONAL	229,558.34
LUMP SUM BONUS	17,500
TOTAL	247,058.34

Committee on Small Business
118th Congress, 1st Session
Detailee List
June 30, 2023

Detailee Name

Steward, Deborah

Agency

GPO

Start Date

1/3/2023

End Date

12/31/2023