

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

January 16, 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 November 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
December 2023**

December 12, 2023-Full Committee Hearing: *"A Year in Review: The State of Small Business in America."*

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

Office: 10SM000 COMM ON SMALL BUSINESS MAJ

Authorization Year 2023
 2023:118th Congress 1st Session
 Month: December 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	3,109,585.20	3,109,585.20	(3,109,585.20)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	11,553.00	11,553.00	(11,553.00)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	3,149.60	0.00	23,234.32	26,383.92	(26,383.92)
	24 Printing and Reproductions	0.00	0.00	0.00	0.00	0.00	0.00	3,195.00	3,195.00	(3,195.00)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	76,534.87	76,534.87	(76,534.87)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	47,727.65	47,727.65	(47,727.65)
	31 Equipment	0.00	0.00	0.00	0.00	24,757.00	0.00	33,215.79	57,972.79	(57,972.79)
	Total	3,621,000.00	0.00	3,621,000.00	0.00	27,906.60	0.00	3,305,045.83	3,332,952.43	288,047.57
	** 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	23.60	23.60	(23.60)
AEE200	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	23.60	23.60	4,976.40

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10SM000 COMM ON SMALL BUSINESS MAJ

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	256,341.67	2,665,576.73
		1104 Accrued Leave	0.00	4,736.12
		1106 Bonus	141,538.01	439,272.35
		Total	397,879.68	3,109,585.20
		2101 Airfare Commercial Transport	0.00	4,801.76
		2105 Lodging	0.00	4,431.54
		2110 Meals	0.00	670.89
		2115 WI-FI On Travel	0.00	35.00
		2120 Car Rental	0.00	602.92
		2130 Private Auto Mileage	0.00	243.01
21 Travel		2135 Taxi/Ride Share	15.66	662.90
		2136 Parking	0.00	97.44
		2137 Tolls	0.00	7.54
		Total	15.66	11,553.00
		2320 DC Telecom Equip (TRANSFEE)	96.00	1,858.00
		2321 DC Telecom Serv (TRANSFEE)	307.25	2,938.00
		2322 DC Telecom Tolls (TRANSFEE)	1,598.82	18,248.98
23 Rent, Communications, Utilities		2335 HIR Graphics (TRANSFEE)	0.00	156.00
		2350 Postage / Courier / Box Rental	0.00	33.34
		Total	2,002.07	23,234.32
		2402 Non-Frankable Printing & Repro	0.00	3,195.00
		Total	0.00	3,195.00
24 Printing and Reproduction		2571 Technology Service Contracts	10,602.00	46,679.87
		Total	10,602.00	46,679.87
25 Other Services		2572 Web Dev Hst, Email & Rltd Serv	6,005.00	29,855.00
		Total	16,607.00	76,534.87
26 Supplies and Materials		2602 Water	881.15	3,466.42
		2603 Food & Beverage	390.50	6,203.90
		2605 Farming (TRANSFEE)	0.00	84.00
		Total	1,271.65	9,754.32
EXPEN General Expenditures				

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Authorization Year 2023
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Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed	
EXPEN General Expenditures	26 Supplies and Materials	2610 Habitation Expense	0.00	283.00	
		2620 Office Supplies (Outside)	1,782.87	12,488.01	
		2621 Office Supply (TRANSFER)	399.57	7,917.21	
		2623 Software < \$500	0.00	1,070.64	
		2630 Publications/Reference Materi	12,533.00	16,214.47	
		Total	15,987.09	47,727.65	
		31 Equipment	3105 Office Equip Purch<\$25,000	0.00	1,271.99
			3112 Computer Hardw Purch <\$25,000	5,702.51	19,697.03
			3118 Maintenance / Repairs	1,081.00	12,246.77
		Total	6,783.51	33,215.79	
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	23.60	
		Total	0.00	23.60	
	Total		0.00	23.60	

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

Payroll	\$ 178,675.00
Bonuses	\$83,925.00
SUBTOTAL	\$ 262,600.00
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	\$15.66
SUBTOTAL	\$15.66
Rent, Comm, Utilities	
DC Tel Equipment	\$64.00
DC Tell Service	\$229.75
DC Tell Tolls	\$939.29
SUBTOTAL	\$1,233.04
Print and Reprod	
Print and Reprod	\$0.00
Photographic	
SUBTOTAL	\$0.00
OTHER SERVICES	
Technology Service Contracts	\$8,991.00
Web Hosting/Email Service	\$ 5,620.00
SUBTOTAL	\$ 14,611.00
SUPPLIES & MATERIALS	
Bottled Water	\$881.15
Food & Beverage	\$390.50
Framing (Transfer)	\$0.00
Supplies Outside	\$1,782.87
OSS Supplies	\$399.57
Software < \$500	\$0.00
Publications	\$ 12,533.00
SUBTOTAL	\$ 15,987.09
EQUIPMENT	
Equipment Purchase <\$25K	\$ -
Computer Hardward Purchase	\$5,702.51
Equip Maintenance	\$ 555.00
SUBTOTAL	\$ 6,257.51
TOTAL	\$ 300,704.30

**Small Business Committee - Majority
Fund Balance Statement
December 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	\$	272,709.73
August Totals	\$	198,353.66
Septemeber Totals	\$	213,079.95
October Totals	\$	178,928.82
November Totals		209,960.86
December Totals		300,704.30
Total Spent	\$	2,162,582.44
Funds Remaining		\$251,417.56

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

Description	December	YTD Including December	Cumulative Total
Non-Statutory Compensation	\$ 77,666.67	\$ 954,611.15	\$ 954,611.15
Accrued Leave	\$ -	\$ 4,736.12	\$ 4,736.12
Bonus	\$ 57,613.01	\$ 141,172.35	\$ 141,172.35
11-Personnel Compensation subtotal	\$ 135,279.68	\$ 1,100,519.62	\$ 1,100,519.62
Airfare Commercial Transportation	\$ -	\$ 316.80	\$ 316.80
Lodging	\$ -	\$ 431.15	\$ 431.15
Meals	\$ -	\$ 146.73	\$ 146.73
21-Travel	\$ -	\$ 894.68	\$ 894.68
DC Telecom Equipment (TRANSFER)	\$ 32.00	\$ 582.00	\$ 582.00
DC Telecom Service (TRANSFER)	\$ 77.50	\$ 868.00	\$ 868.00
DC Telecom Tolls (TRANSFER)	\$ 659.53	\$ 6,762.10	\$ 6,762.10
HIR Graphics (TRANSFER)	\$ -	\$ 6.00	\$ 6.00
Postage/Courier/Box Rental	\$ -	\$ 33.34	\$ 33.34
23-Rent, Communications & Utilities subtotal	\$ 769.03	\$ 8,251.44	\$ 8,251.44
Non-Frankable Printing & Reproduction	\$ -	\$ 266.00	\$ 266.00
24-Printing	\$ -	\$ 266.00	\$ 266.00
Technology Service Contracts	\$ 1,611.00	\$ 19,332.00	\$ 19,332.00
Web Dev, Hosting, Email, Related Services	\$ 385.00	\$ 4,235.00	\$ 4,235.00
25-Other Services subtotal	\$ 1,996.00	\$ 23,567.00	\$ 23,567.00
Water	\$ -	\$ 1,143.71	\$ 1,143.71
Food & Beverage	\$ -	\$ 114.46	\$ 114.46
Framing	\$ -	\$ -	\$ -
Habitation Expense	\$ -	\$ 283.00	\$ 283.00
Office Supply Transfer	\$ -	\$ 679.50	\$ 679.50
Software Under \$500.00	\$ -	\$ 420.21	\$ 420.21
26-Supplies, Materials subtotal	\$ -	\$ 2,640.88	\$ 2,640.88
Equipment & Software Maintenance	\$ 526.00	\$ 6,323.77	\$ 6,323.77
31-Equipment subtotal	\$ 526.00	\$ 6,323.77	\$ 6,323.77
Total Expenses	\$ 138,570.71	\$ 1,142,463.39	\$ 1,142,463.39

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

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		\$85,191.58
August		\$82,910.75
September		\$149,176.54
October		\$83,300.78
November		\$82,781.52
December		\$138,570.71

Total Expenses to Date: **\$1,142,463.39**

Unexpended authorization **\$64,536.61**

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Franked Mail Report | December 2023

Allocation	\$5,000
January	\$0
Feburary	\$0.00
March	\$0.00
April	0
May	0
June	4.83
July	16.91
August	1.89
Septemeber	0
October	0
November	0
December	0
Total Expended	\$24
Unexpended Allocation	\$4,976

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Employee List-December 2023

Last Name	First Name	Title	Gross Salary	Start Date	End Date
Albrecht	Alexander	Counsel	8,750.00		
Benedetti	Cathleen	Professional Staff	10,000.00		
Bowman	Matthew	Sr. Professional Staff member	9,166.67		
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		
Erkel	Richard	Senior Advisor	666.67		
Fedorchak	Mary Kathi	Shared Employee	1,666.67		
Finks	Lauren	Director of Operations	7,083.33		
Garcia	Moraima	Office Manager	8,333.33		
High	Heidi	Professional Staff	9,166.67		
Holmes	Lauren	General Counsel	15,000.00		
Johnson	Benjamin	Staff Director	17,675.00		
Joseph	Adam	Press and Disital Assistant	5,416.67		
Jung	Melissa	Staff Director/Chief Counsel	15,000		
Lambert	Ryan	Professional Staff	9,167		
Low	Matthew	Professional Staff	5,000		
Majida	Reda	Staff Assistant	4,583		
McCutchen	Kevin	Press Secretary	7,500		
McGinnis	Michael	Deputy Communications Director	9,166.67		
McWade	Timothy	Shared Employee	1,583.33		
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	8,916.67		
Wallwork	Lucas	Member Services/Coalitions Dire-	10,833.33		
Williams-Harrington	Ellen	Deputy Staff Director	11,666.67		

PERSONAL	256,341.67
LUMP SUM BONUS	141,538.01
TOTAL	397,879.68

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

Last Name	First Name Title	Lump Sum Bonus
Albrecht	Alexander Counsel	6,000
Benedetti	Cathleen Professional Staff Member	4,075.00
Bowman	Matthew Sr. professional Staff Member	4,075.00
Chambless	Stephanie Counsel	5,000.00
Coffield	Andrew Professional Staff Member	6,000.00
Conklin	Elisabeth Professional Staff Member	6,000.00
Denham	Samantha Deputy Communications Director	6,000.00
Finks	Lauren Director of Operations	14,700.00
Garcia	Mory Office Manager	9,800.00
High	Heidi Counsel	6,000.00
Holmes	Lauren General Counsel	2,675.00
Joseph	Adam Press and Digital Assistant	5,000.00
Jung	Melissa Staff Director/Chief Counsel	7,400.01
Lambert	Ryan Professional Staff Member	6,000.00
Low	Matthew Professional Staff Member	4,075.00
Majidi	Reda Staff Assistant	4,000.00
McCutchen	Kevin Press Secretary	6,000.00
McGinnis	Michael Communications and Digital Director	8,150.00
McWade	Timothy shared Employee	2,038.00
Rothe	Andrew Policy Director	2,250.00
Smith	Chandler Professional Staffer	6,000.00
VanHyfte	Matthew Communications Director	5,000.00
Ver Hage	Emma Clerk	6,000.00
Wallwork	Lucas Member Services/Coalitions Director	6,000.00
Williams-Harrington	Ellen Deputy Staff Director	3,300.00
Personal		256,341.67
Lump Sum Bonus		141,538.01
Total		397,879.68

Committee on Small Business
118th Congress, 1st Session
Detailee List
December 31, 2023

<u>Detailee Name</u>	<u>Agency</u>	<u>Start Date</u>	<u>End Date</u>
Steward, Deborah	GPO	1/3/2023	12/31/2023