

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

October 11, 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 September 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  
118<sup>th</sup> Congress, 1<sup>st</sup> Session  
September 2023**

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September 13, 2023-Full Committee Hearing: *Enabling Success: Examining the Competitive Landscape for Small Businesses.*"

September 14, 2023-Full Committee Markup

September 20, 2023-Full Committee Hearing: *"Athletes and Innovators: Examining NIL's Impact on Entrepreneurial College Athletes."*

September 27, 2023-Full Committee Hearing: *Action Through Innovation: Private Sector Solutions to Recouping Stolen Pandemic Loan Funds."*

September 28, 2023-Subcommittee Hearing on Rural Development, Energy, and Supply Chains: *"Energy Independence: How Burdensome Energy Regulations are Crushing Small Offshore Energy Producers."*

Monthly Financial Statement by Legislative Year

Office: 10SM000 COMMITTEE ON SMALL BUSINESS  
 Authorization Year 2023  
 2023:118th Congress 1st Session  
 Month: September 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	2,196,405.51	2,196,405.51	(2,196,405.51)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	9,671.11	9,671.11	(9,671.11)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	17,255.43	17,255.43	(17,255.43)
EXPEN	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	3,080.00	3,080.00	(3,080.00)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	50,713.87	50,713.87	(50,713.87)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	352.09	0.00	22,936.64	23,288.73	(23,288.73)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	10,736.28	10,736.28	(10,736.28)
	<b>Total</b>	<b>3,621,000.00</b>	<b>0.00</b>	<b>3,621,000.00</b>	<b>0.00</b>	<b>352.09</b>	<b>0.00</b>	<b>2,310,798.84</b>	<b>2,311,150.93</b>	<b>1,309,849.07</b>
AE200	** 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)
	<b>Total</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.60</b>	<b>23.60</b>	<b>4,976.40</b>



Monthly Financial Statement by Legislative Year

Office: 10SM000 COMMITTEE ON SMALL BUSINESS  
 Authorization Year 2023  
 2023:118th Congress 1st Session  
 Month: September 2023

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	250,841.67	1,906,010.05
		1104 Accrued Leave	0.00	4,736.12
		1106 Bonus	100,059.34	285,659.34
		<b>Total</b>	<b>350,901.01</b>	<b>2,196,405.51</b>
	21 Travel	2101 Airfare Commercial Transport	995.80	4,306.96
		2105 Lodging	891.80	3,187.99
		2110 Meals	91.37	670.89
		2115 WI-FI On Travel	0.00	19.00
		2120 Car Rental	0.00	602.92
		2130 Private Auto Mileage	0.00	243.01
		2135 Taxi/Ride Share	100.76	535.36
		2136 Parking	97.44	97.44
	2137 Tolls	0.00	7.54	
	<b>Total</b>	<b>2,177.17</b>	<b>9,671.11</b>	
EXPEN General Expenditures	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	96.00	1,524.00
		2321 DC Telecom Serv (TRANSFER)	299.50	2,024.00
		2322 DC Telecom Tolls (TRANSFER)	1,513.27	13,518.09
		2335 HIR Graphics (TRANSFER)	0.00	156.00
		2350 Postage / Courier / Box Rental	0.00	33.34
	<b>Total</b>	<b>1,908.77</b>	<b>17,255.43</b>	
24 Printing and Reproduction		2402 Non-Frankable Printing & Repro	0.00	3,080.00
		<b>Total</b>	<b>0.00</b>	<b>3,080.00</b>
25 Other Services		2571 Technology Service Contracts	3,222.00	29,633.87
		2572 Web Dev Hst,Email & Rltd Serv	1,385.00	21,080.00
		<b>Total</b>	<b>4,607.00</b>	<b>50,713.87</b>
26 Supplies and Materials		2602 Water	38.21	2,115.43
		2603 Food & Beverage	0.00	4,441.62
		2605 Framing (TRANSFER)	50.00	50.00

Monthly Financial Statement by Legislative Year

Office: 10SM000 COMMITTEE ON SMALL BUSINESS  
 Authorization Year 2023  
 2023:118th Congress 1st Session  
 Month: September 2023

Office: 10SM000 COMMITTEE ON SMALL BUSINESS

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures		2610 Habitation Expense	0.00	283.00
		2620 Office Supplies (Outside)	0.00	5,092.79
		2621 Office Supply (TRANSFER)	1,493.33	6,670.06
		2623 Software < \$500	0.00	602.27
		2630 Publications/Reference Mat'	0.00	3,681.47
		<b>Total</b>	<b>1,581.54</b>	<b>22,936.64</b>
31 Equipment		3105 Office Equip Purch<\$25,000	0.00	1,271.99
		3112 Computer Hardw Purch <\$25,000	0.00	460.52
		3118 Maintenance / Repairs	1,081.00	9,003.77
		<b>Total</b>	<b>1,081.00</b>	<b>10,736.28</b>
AE200 Official Mail		2352 Franked Mail	0.00	23.60
		<b>Total</b>	<b>0.00</b>	<b>23.60</b>
	<b>Total</b>		<b>362,256.49</b>	<b>2,310,798.84</b>



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

<b>Payroll</b>	\$ 171,425.00
Bonuses	\$34,000.00
<b>SUBTOTAL</b>	<b>\$ 205,425.00</b>
<b>Travel</b>	
Airfare	\$995.80
Lodging	\$891.80
Meals	\$91.37
WIFI on Travel	\$0.00
Car Rental	\$0.00
Auto Mileage	\$0.00
Taxi, Parking, Tolls	\$198.20
<b>SUBTOTAL</b>	<b>\$2,177.17</b>
<b>Rent, Comm, Utilities</b>	
DC Tel Equipment	\$64.00
DC Tell Service	\$222.00
DC Tell Tolls	\$858.73
<b>SUBTOTAL</b>	<b>\$1,144.73</b>
<b>Print and Reprod</b>	
Print and Reprod	\$0.00
Photographic	
<b>SUBTOTAL</b>	<b>\$0.00</b>
<b>OTHER SERVICES</b>	
Technology Service Contracts	\$1,611.00
Web Hosting/Email Service	\$ 1,000.00
<b>SUBTOTAL</b>	<b>\$ 2,611.00</b>
<b>SUPPLIES &amp; MATERIALS</b>	
Bottled Water	\$18.22
Food & Beverage	\$0.00
Framing (Transfer)	\$50.00
Supplies Outside	\$0.00
OSS Supplies	\$1,098.83
Software < \$500	\$0.00
Publications	\$ -
<b>SUBTOTAL</b>	<b>\$ 1,167.05</b>
<b>EQUIPMENT</b>	
Equipment Purchase <\$25K	\$ -
Computer Hardward Purchase	\$0.00
Equip Maintenance	\$ 555.00
<b>SUBTOTAL</b>	<b>\$ 555.00</b>
<b>TOTAL</b>	<b>\$ 213,079.95</b>

**Small Business Committee - Majority  
Fund Balance Statement  
September 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		
November Totals		
December Totals		
Total Spent	\$	1,472,988.46
Funds Remaining		\$941,011.54

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

Description	September	YTD Including September	Cumulative Total
Non-Statutory Compensation	\$ 79,416.67	\$ 718,111.14	\$ 718,111.14
Accrued Leave	\$ -	\$ 4,736.12	\$ 4,736.12
Bonus	\$ 66,059.34	\$ 83,559.34	\$ 83,559.34
<b>11-Personnel Compensation subtotal</b>	<b>\$ 145,476.01</b>	<b>\$ 806,406.60</b>	<b>\$ 806,406.60</b>
Airfare Commercial Transportation	\$ -	\$ 316.80	\$ 316.80
Lodging	\$ -	\$ 431.15	\$ 431.15
Meals	\$ -	\$ 146.73	\$ 146.73
<b>21-Travel</b>	<b>\$ -</b>	<b>\$ 894.68</b>	<b>\$ 894.68</b>
DC Telecom Equipment (TRANSFER)	\$ 32.00	\$ 486.00	\$ 486.00
DC Telecom Service (TRANSFER)	\$ 77.50	\$ 635.50	\$ 635.50
DC Telecom Tolls (TRANSFER)	\$ 654.54	\$ 4,758.28	\$ 4,758.28
HIR Graphics (TRANSFER)	\$ -	\$ 6.00	\$ 6.00
Postage/Courier/Box Rental	\$ -	\$ 33.34	\$ 33.34
<b>23-Rent, Communications &amp; Utilities subtotal</b>	<b>\$ 764.04</b>	<b>\$ 5,919.12</b>	<b>\$ 5,919.12</b>
Non-Frankable Printing & Reproduction	\$ -	\$ 266.00	\$ 266.00
<b>24-Printing</b>	<b>\$ -</b>	<b>\$ 266.00</b>	<b>\$ 266.00</b>
Technology Service Contracts	\$ 1,611.00	\$ 14,499.00	\$ 14,499.00
Web Dev, Hosting, Email, Related Services	\$ 385.00	\$ 3,080.00	\$ 3,080.00
<b>25-Other Services subtotal</b>	<b>\$ 1,996.00</b>	<b>\$ 17,579.00</b>	<b>\$ 17,579.00</b>
Water	\$ 19.99	\$ 929.13	\$ 929.13
Food & Beverage	\$ -	\$ 114.46	\$ 114.46
Framing	\$ -	\$ -	\$ -
Habitation Expense	\$ -	\$ 283.00	\$ 283.00
Office Supply Transfer	\$ 394.50	\$ 604.50	\$ 604.50
Software Under \$500.00	\$ -	\$ 68.12	\$ 68.12
<b>26-Supplies, Materials subtotal</b>	<b>\$ 414.49</b>	<b>\$ 1,999.21</b>	<b>\$ 1,999.21</b>
Equipment & Software Maintenance	\$ 526.00	\$ 4,745.77	\$ 4,745.77
<b>31-Equipment subtotal</b>	<b>\$ 526.00</b>	<b>\$ 4,745.77</b>	<b>\$ 4,745.77</b>
<b>Total Expenses</b>	<b>\$ 149,176.54</b>	<b>\$ 837,810.38</b>	<b>\$ 837,810.38</b>



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

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**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		\$0.00
November		\$0.00
December		\$0.00

**Total Expenses to Date:** **\$837,810.38**

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**Unexpended authorization** **\$369,189.62**

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Franked Mail Report | September 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	
November	
December	
<b>Total Expended</b>	<b>\$24</b>
<b>Unexpended Allocation</b>	<b>\$4,976</b>







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Employee List-September 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	7,916.67		
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	3,333.33		
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	2,916.67		
Wallwork	Lucas	Member Services/Coalitions Dire	10,833.33		
Williams-Harrington	Ellen	Deputy Staff Director	11,666.67		

PERSONAL	250,841.67
LUMP SUM BONUS	100,059.34
<b>TOTAL</b>	<b>350,901.01</b>

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

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>Lump Sum Bonus</b>
Albrecht	Alexander	Counsel	2,000.00
Benedetti	Cathleen	Professional Staff	8,150.00
Bowman	Matthew	Sr. Professional Staff member	8,150.00
Chambless	Stephanie	Counsel	2,000.00
Coffield	Andrew	Professional Staff	2,000.00
Conklin	Elisabeth	Professional Staff	2,000.00
Denham	Samantha	Deputy Communications Director	2,000.00
Finks	Lauren	Director of Operations	8,150.00
Garcia	Moraima	Office Manager	8,150.00
High	Heidi	Professional Staff	2,000.00
Holmes	Lauren	General Counsel	2,000.00
Joseph	Adam	Press and Disital Assistant	2,000.00
Jung	Melissa	Staff Director/Chief Counsel	4,933
Lambert	Ryan	Professional Staff	2,000
Low	Matthew	Professional Staff	8,150
Majida	Reda	Staff Assistant	2,000
McCutchen	Kevin	Press Secretary	2,000
McGinnis	Michael	Deputy Communications Director	8,150.00
McWade	Timothy	Shared Employee	4,076.00
Rothe	Andrew	Policy Director	2,000.00
Smith	Chandler	Professional Staff	2,000.00
VanHyfte	Matthew	Communications Director	2,000.00
Ver Hage	Emma	Clerk	2,000.00
Vogel	Ann	Shared Employee	2,000.00
Wallwork	Lucas	Member Services/Coalitions Dire	2,000.00
Williams-Harrington	Ellen	Deputy Staff Director	8,150.00
Personal			250,841.67
Lump Sum Bonus			100,059.34
<b>Total</b>			<b>350,901.01</b>



**Committee on Small Business**  
**118<sup>th</sup> Congress, 1<sup>st</sup> Session**  
**Detailee List**  
**September 30, 2023**

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