

Congress of the United States  
U.S. House of Representatives  
Committee on Small Business  
2301 Rayburn House Office Building  
Washington, DC 20515-6515

December 12, 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 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  
118<sup>th</sup> Congress, 2<sup>nd</sup> Session  
November 2024**

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No Committee Activity

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

<b>Payroll</b>	\$ 152,600.00
Bonuses	\$5,000.00
<b>SUBTOTAL</b>	<b>\$ 157,600.00</b>
<b>Travel</b>	
Airfare/Non commercial travel	\$0.00
Lodging	\$610.41
Meals	\$80.66
WIFI on Travel	\$0.00
Car Rental	\$0.00
Auto Mileage	\$0.00
Taxi, Parking, Tolls	\$26.24
<b>SUBTOTAL</b>	<b>\$717.31</b>
<b>Rent, Comm, Utilities</b>	
DC Tel Equipment	\$48.00
DC Tell Service	\$191.00
DC Tell Tolls	\$1,038.32
<b>SUBTOTAL</b>	<b>\$1,277.32</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	\$0.00
Web Hosting/Email Service	\$ -
<b>SUBTOTAL</b>	<b>\$ -</b>
<b>SUPPLIES &amp; MATERIALS</b>	
Bottled Water	\$68.24
Food & Beverage	\$525.75
Framing (Transfer)	\$0.00
Supplies Outside	\$0.00
OSS Supplies	\$29.56
Software < \$500	\$360.00
Publications	\$ -
<b>SUBTOTAL</b>	<b>\$ 983.55</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>\$ 161,133.18</b>

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

Total Funds		\$2,499,333.33
January Totals	\$	166,833.30
February Totals	\$	181,376.78
March Totals	\$	179,140.47
April Totals	\$	180,145.14
May Totals	\$	187,007.63
June Totals	\$	179,755.98
July Totals	\$	273,207.92
August Totals	\$	169,097.11
Septemeber Totals	\$	164,910.06
October Totals	\$	162,582.58
November Totals		161,133.18
December Totals		
Total Spent	\$	2,005,190.15
Funds Remaining		\$494,143.18

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

Description	November	YTD Including November	Cumulative Total
Non-Statutory Compensation	\$ 76,333.33	\$ 915,969.93	\$ 915,969.93
Bonus	\$ 74,697.02	\$ 74,697.02	\$ 74,697.02
<b>11-Personnel Compensation subtotal</b>	<b>\$ 151,030.35</b>	<b>\$ 990,666.95</b>	<b>\$ 990,666.95</b>
Airfare Commerical Transport	\$ 614.95	\$ 614.95	\$ 614.95
Lodging	\$ -	\$ 329.46	\$ 329.46
Taxi/Ride Share	\$ 98.05	\$ 98.05	\$ 98.05
<b>21-Travel subtotal</b>	<b>\$ 713.00</b>	<b>\$ 1,042.46</b>	<b>\$ 1,042.46</b>
DC Telecom Equipment (TRANSFER)	\$ 36.00	\$ 356.00	\$ 356.00
DC Telecom Service (TRANSFER)	\$ 85.25	\$ 844.75	\$ 844.75
DC Telecom Tolls (TRANSFER)	\$ 665.02	\$ 5,761.37	\$ 5,761.37
HIR Graphics (TRANSFER)	\$ -	\$ 240.00	\$ 240.00
Postage/Courier/Box Rental	\$ -	\$ -	\$ -
<b>23-Rent, Communications &amp; Utilities subtotal</b>	<b>\$ 786.27</b>	<b>\$ 7,202.12</b>	<b>\$ 7,202.12</b>
Non-Frankable Printing & Reproduction	\$ -	\$ 38.00	\$ 38.00
<b>24-Printing subtotal</b>	<b>\$ -</b>	<b>\$ 38.00</b>	<b>\$ 38.00</b>
Training	\$ -	\$ 80.00	\$ 80.00
Web Dev Hst, Email & Rltd Serv	\$ 385.00	\$ 3,850.00	\$ 3,850.00
<b>25-Other Services subtotal</b>	<b>\$ 385.00</b>	<b>\$ 3,930.00</b>	<b>\$ 3,930.00</b>
Water	\$ 42.38	\$ 1,290.22	\$ 1,290.22
Office Supplies (Outside)	\$ 135.96	\$ 1,667.88	\$ 1,667.88
Office Supply Transfer	\$ -	\$ 176.77	\$ 176.77
Software Less Than \$500.00	\$ -	\$ 554.40	\$ 554.40
<b>26-Supplies &amp; Materials subtotal</b>	<b>\$ 178.34</b>	<b>\$ 3,689.27</b>	<b>\$ 3,689.27</b>
Office Equipment Purchase Less Than \$25,000	\$ -	\$ -	\$ -
Computer Softw Purchase Less Than \$10,000.00	\$ -	\$ 907.58	\$ 907.58
Maintenance / Repairs	\$ 526.00	\$ 5,786.00	\$ 5,786.00
<b>31-Equipment subtotal</b>	<b>\$ 526.00</b>	<b>\$ 6,693.58</b>	<b>\$ 6,693.58</b>
<b>Total Expenses</b>	<b>\$ 153,618.96</b>	<b>\$ 1,013,262.38</b>	<b>\$ 1,013,262.38</b>

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

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

**Less Expenses for:**

January	2024	\$74,635.57
February		\$87,363.02
March		\$87,434.45
April		\$85,220.86
May		\$87,135.78
June		\$87,103.20
July		\$87,091.22
August		\$86,881.95
September		\$88,017.12
October		\$88,760.25
November		\$153,618.96
December		\$0.00

**Total Expenses to Date:** **\$1,013,262.38**

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**Unexpended authorization** **\$236,404.29**

Monthly Financial Statement by Legislative Year

Office: 10SM000 COMM ON SMALL BUSINESS MAJ

Authorization Year 2024

2024:118th Congress 2nd Session

Month: 2024 November - 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	1,956,113.34	1,956,113.34	(1,956,113.34)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	10,446.62	10,446.62	(10,446.62)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	12,120.09	12,120.09	(12,120.09)
EXPEN	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	1,295.01	1,295.01	(1,295.01)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	16,874.09	16,874.09	(16,874.09)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	8,341.00	8,341.00	(8,341.00)
	<b>Total</b>	<b>2,499,333.33</b>	<b>0.00</b>	<b>2,499,333.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,005,190.15</b>	<b>2,005,190.15</b>	<b>494,143.18</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	32.07	32.07	(32.07)
	<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>32.07</b>	<b>32.07</b>	<b>4,967.93</b>

Monthly Financial Statement by Legislative Year

Office: 10SM000 COMM ON SMALL BUSINESS MAJ

Authorization Year 2024

2024:118th Congress 2nd Session

Month: 2024 November - Closed

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	152,600.00	1,860,613.34
		1106 Bonus	5,000.00	95,500.00
		<b>Total</b>	<b>157,600.00</b>	<b>1,956,113.34</b>
21 Travel		2101 Airfare Commercial Transport	0.00	2,407.49
		2102 Non-Airfare Commercial Transp	0.00	298.00
		2105 Lodging	610.41	5,387.76
		2110 Meals	80.66	1,319.67
		2115 WI-FI On Travel	0.00	8.00
		2120 Car Rental	0.00	243.48
		2135 Taxi/Ride Share	26.24	768.22
		2136 Parking	0.00	14.00
		<b>Total</b>	<b>717.31</b>	<b>10,446.62</b>
	EXPEN General Expenditures 23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	48.00
		2321 DC Telecom Serv (TRANSFER)	191.00	2,065.00
		2322 DC Telecom Tolls (TRANSFER)	1,038.32	9,507.09
		<b>Total</b>	<b>1,277.32</b>	<b>12,120.09</b>
24 Printing and Reproduction		2402 Non-Frankable Printing & Repro	0.00	1,255.01
		2403 Photographic (TRANSFER)	0.00	40.00
		<b>Total</b>	<b>0.00</b>	<b>1,295.01</b>
26 Supplies and Materials		2602 Water	68.24	1,047.48
		2603 Food & Beverage	525.75	9,701.76
		2620 Office Supplies (Outside)	0.00	1,166.18
		2621 Office Supply (TRANSFER)	29.56	2,425.73
		2623 Software < \$500	360.00	951.47
		2630 Publications/Reference Mat'l	0.00	1,581.47
	<b>Total</b>	<b>983.55</b>	<b>16,874.09</b>	
31 Equipment		3105 Office Equip Purch<\$25,000	0.00	(526.00)
		3112 Computer Hardw Purch <\$25,000	0.00	2,236.00



Monthly Financial Statement by Legislative Year

Office: 10SM000 COMM ON SMALL BUSINESS MAJ

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

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	31 Equipment	3118 Maintenance / Repairs	555.00	6,631.00
	Total	Total	555.00	8,341.00
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	32.07
	Total	Total	0.00	32.07
			161,133.18	2,005,190.15
			0.00	32.07
			0.00	32.07

Monthly Financial Statement by Legislative Year

Office: 10SM999 COMM ON SMALL BUSINESS MIN

Authorization Year 2024  
 2024:118th Congress 2nd Session  
 Month: 2024 November - 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	990,666.95	990,666.95	(990,666.95)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	1,042.46	1,042.46	(1,042.46)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	7,202.12	7,202.12	(7,202.12)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	38.00	38.00	(38.00)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	3,930.00	3,930.00	(3,930.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	3,689.27	3,689.27	(3,689.27)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	6,693.58	6,693.58	(6,693.58)
	<b>Total</b>	<b>1,249,666.67</b>	<b>0.00</b>	<b>1,249,666.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,013,262.38</b>	<b>1,013,262.38</b>	<b>236,404.29</b>

## Monthly Financial Statement by Legislative Year

Office: 10SM999 COMM ON SMALL BUSINESS MIN

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

### Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	76,333.33	915,969.93
		1106 Bonus	74,697.02	74,697.02
		<b>Total</b>	<b>151,030.35</b>	<b>990,666.95</b>
	21 Travel	2101 Airfare Commercial Transport	614.95	614.95
		2105 Lodging	0.00	329.46
		2135 Taxi/Ride Share	98.05	98.05
	<b>Total</b>	<b>713.00</b>	<b>1,042.46</b>	
	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	36.00	356.00
		2321 DC Telecom Serv (TRANSFER)	85.25	844.75
		2322 DC Telecom Tolls (TRANSFER)	665.02	5,761.37
		2335 HIR Graphics (TRANSFER)	0.00	240.00
		<b>Total</b>	<b>786.27</b>	<b>7,202.12</b>
EXPEN General Expenditures	24 Printing and Reproduction	2402 Non-Frankable Printing & Repr	0.00	38.00
		<b>Total</b>	<b>0.00</b>	<b>38.00</b>
	25 Other Services	2527 Training	0.00	80.00
		2572 Web Dev Hst,Email & Rltd Serv	385.00	3,850.00
		<b>Total</b>	<b>385.00</b>	<b>3,930.00</b>
	26 Supplies and Materials	2602 Water	42.38	1,290.22
		2620 Office Supplies (Outside)	135.96	1,667.88
		2621 Office Supply (TRANSFER)	0.00	176.77
		2623 Software < \$500	0.00	554.40
		<b>Total</b>	<b>178.34</b>	<b>3,689.27</b>
	31 Equipment	3115 Computer Softw Purch <\$10,000	0.00	907.58
		3118 Maintenance / Repairs	526.00	5,786.00
		<b>Total</b>	<b>526.00</b>	<b>6,693.58</b>
	<b>Total</b>		<b>153,618.96</b>	<b>1,013,262.38</b>

**Committee on Small Business | 118th Congress, 2nd Session**

**Employee List-November 2024-Majority**

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>Gross Salary</b>	<b>Start Date</b>	<b>End Date</b>
Albrecht	Alexander	Counsel	12,083.33		
Chambless	Stephanie	Counsel	2,916.67		
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	7,500.00		
Fedorchak	Mary Kathryn	Shared Employee	1,666.67		
High	Heidi	Professional Staff	12,083.33		
Holmes	Lauren	General Counsel	2,841.67		
Hunt	Caroline	Staff Assistant	4,166.67		
Johnson	Benjamin	Staff Director	17,675.00		
Joseph	Adam	Press Assistant and Digital Assista	6,250.00		
Lambert	Ryan	Professional Staff	10,000		
Rothe	Andrew	Policy Director	15,416.67		
Smith	Chandler	Professional Staff	8,333.33		
VanHyfte	Matthew	Communications Director	12,083.33		
Vogel	Ann	Shared Employee	2,916.67		
Wallwork	Lucas	Member Services/Coalitions Dire	10,833.33		

PERSONAL	152,600.00
LUMP SUM BONUS	5,000.00
<b>TOTAL</b>	<b>157,600.00</b>

# Committee on Small Business | 118th Congress, 2nd Session

## Employee List-November 2024-Majority

Last Name	First Name	Title	Lump Sum Bonus
Albrecht	Alexander	Counsel	0
Chambless	Stephanie	Counsel	0.00
Coffield	Andrew	Professional Staff Member	0.00
Conklin	Elisabeth	Professional Staff Member	0.00
Denham	Samantha	Deputy Communications Director	0.00
Eckhardt	Christopher	Professional Staffer	0.00
High	Heidi	Counsel	0.00
Holmes	Lauren	General Counsel	0.00
Joseph	Adam	Press and Digital Assistant	0.00
Lambert	Ryan	Professional Staff Member	0.00
Rothe	Andrew	Policy Director	0.00
Smith	Chandler	Professional Staffer	5,000.00
VanHyfte	Matthew	Communications Director	0.00
Ver Hage	Emma	Clerk	0.00
Wallwork	Lucas	Member Services/Coalitions Dire	0.00

Personal	152,600.00
Lump Sum Bonus	5,000.00
<b>Total</b>	<b>157,600.00</b>

Committee on Small Business | 118th Congress, 2nd Session

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Employee List-November 2024-Minority

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	10,733.33		
Jung	Melissa	Staff Director/Chief Counsel	15,208		
Low	Matthew	Professional Staff	5,625		
McGinnis	Michael	Deputy Communications Director	4,166.67		
McWade	Timothy	Shared Employee	100.00		
Voslow	Lauren	Director of Operations	7,750.00		
Williams-Harrington	Ellen	Deputy Staff Director	12,083.33		

PERSONAL	76,333.33
LUMP SUM BONUS	74,697.02
<b>TOTAL</b>	<b>151,030.35</b>

# Committee on Small Business | 118th Congress, 2nd Session

## Employee List-November 2024-Minority

Last Name	First Name	Title	Lump Sum Bonus
Benedetti	Cathleen	Professional Staff	12,226
Bowman	Matthew	Sr. Professional Staff member	12,226.00
Erkel	Richard	Senior Advisor	
Garcia	Moraima	Office Manager	10,868.00
Jung	Melissa	Staff Director/Chief Counsel	6,775.02
Low	Matthew	Professional Staff	8,150.00
McGinnis	Michael	Deputy Communications Director	5,434.00
McWade	Timothy	Shared Employee	
Voslow	Lauren	Director of Operations	10,868.00
Williams-Harrington	Ellen	Deputy Staff Director	8,150.00

Personal	76,333.33
Lump Sum Bonus	74,697.02
<b>Total</b>	<b>151,030.35</b>

**REPORT ON TRAVEL PERFORMED**  
**Committee on House Administration**  
**118th Congress, 2nd Session**  
**November 2024**

**MAJORITY**

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
Elisabeth Conklin	DCA	Austin, Texas	Official Travel		\$691.07	\$26.24		
Total								





**Committee on Small Business**  
**118<sup>th</sup> Congress, 2nd Session**  
**Detailee List**  
**November 30, 2024**

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

**Committee on Small Business | 118 Congress, 2nd Session**  
**Franked Mail Report | November, 2024**

<b>Allocation</b>	<b>\$5,000</b>
January	\$0
Feburary	\$0.00
March	\$5.18
April	1.28
May	0
June	25.61
July	0
August	0
Septemeber	0
October	0
November	0
December	0
<b>Total Expended</b>	<b>\$32</b>
<b>Unexpended Allocation</b>	<b>\$4,968</b>