

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

January 15, 2025

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 December 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
December 2024**

No Committee Activity

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

Payroll	\$ 144,544.45
Bonuses	\$65,000.00
SUBTOTAL	\$ 209,544.45
Travel	
Airfare/Non commercial travel	\$663.21
Lodging	\$0.00
Meals	\$0.00
WIFI on Travel	\$0.00
Car Rental	\$0.00
Auto Mileage	\$0.00
Taxi, Parking, Tolls	\$54.52
SUBTOTAL	\$717.73
Rent, Comm, Utilities	
DC Tel Equipment	\$48.00
DC Tell Service	\$191.00
DC Tell Tolls	\$958.54
SUBTOTAL	\$1,197.54
Print and Reprod	
Print and Reprod	\$0.00
Photographic	\$ -
SUBTOTAL	\$0.00
OTHER SERVICES	
Technology Service Contracts	\$0.00
Web Hosting/Email Service	\$ -
SUBTOTAL	\$ -
SUPPLIES & MATERIALS	
Bottled Water	\$38.24
Food & Beverage	
Legislative Planning	\$1,406.79
Framing (Transfer)	\$0.00
Supplies Outside	\$263.39
OSS Supplies	\$784.76
Software < \$500	\$180.00
Publications	\$ 14,160.00
SUBTOTAL	\$ 16,833.18
EQUIPMENT	
Equipment Purchase <\$25K	\$ -
Computer Hardward Purchase	\$0.00
Equip Maintenance	\$ 555.00
SUBTOTAL	\$ 555.00

**Small Business Committee - Majority
Fund Balance Statement
December 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		228,847.90
Total Spent	\$	2,234,038.05
Funds Remaining		\$265,295.28

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

Description	December	YTD Including December	Cumulative Total
Non-Statutory Compensation	\$ 76,333.33	\$ 992,303.26	\$ 992,303.26
Bonus	\$ 13,126.34	\$ 87,823.36	\$ 87,823.36
11-Personnel Compensation subtotal	\$ 89,459.67	\$ 1,080,126.62	\$ 1,080,126.62
Airfare Commerical Transport	\$ -	\$ 614.95	\$ 614.95
Lodging	\$ 406.94	\$ 736.40	\$ 736.40
Meals	\$ 36.33	\$ 36.33	\$ 36.33
Taxi/Ride Share	\$ 59.94	\$ 157.99	\$ 157.99
21-Travel subtotal	\$ 503.21	\$ 1,545.67	\$ 1,545.67
DC Telecom Equipment (TRANSFER)	\$ 36.00	\$ 392.00	\$ 392.00
DC Telecom Service (TRANSFER)	\$ 85.25	\$ 930.00	\$ 930.00
DC Telecom Tolls (TRANSFER)	\$ 667.06	\$ 6,428.43	\$ 6,428.43
HIR Graphics (TRANSFER)	\$ -	\$ 240.00	\$ 240.00
Postage/Courier/Box Rental	\$ -	\$ -	\$ -
23-Rent, Communications & Utilities subtotal	\$ 788.31	\$ 7,990.43	\$ 7,990.43
Non-Frankable Printing & Reproduction	\$ 38.00	\$ 76.00	\$ 76.00
24-Printing subtotal	\$ 38.00	\$ 76.00	\$ 76.00
Training	\$ -	\$ 80.00	\$ 80.00
Web Dev Hst, Email & Rltd Serv	\$ 385.00	\$ 4,235.00	\$ 4,235.00
25-Other Services subtotal	\$ 385.00	\$ 4,315.00	\$ 4,315.00
Water	\$ 94.94	\$ 1,385.16	\$ 1,385.16
Office Supplies (Outside)	\$ -	\$ 1,667.88	\$ 1,667.88
Office Supply Transfer	\$ -	\$ 176.77	\$ 176.77
Software Less Than \$500.00	\$ -	\$ 554.40	\$ 554.40
Publications/Reference Material	\$ 86,678.00	\$ 86,678.00	\$ 86,678.00
26-Supplies & Materials subtotal	\$ 86,772.94	\$ 90,462.21	\$ 90,462.21
Office Equipment Purchase Less Than \$25,000	\$ -	\$ -	\$ -
Computer Softw Purchase Less Than \$10,000.00	\$ -	\$ 907.58	\$ 907.58
Maintenance / Repairs	\$ 526.00	\$ 6,312.00	\$ 6,312.00
31-Equipment subtotal	\$ 526.00	\$ 7,219.58	\$ 7,219.58
Total Expenses	\$ 178,435.13	\$ 1,191,735.51	\$ 1,191,735.51

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

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		\$178,473.13
Total Expenses to Date:		\$1,191,735.51
Unexpended authorization		\$57,931.16

H.S. 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: 2024 December - 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	2,165,657.79	2,165,657.79	(2,165,657.79)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	11,164.35	11,164.35	(11,164.35)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	13,317.63	13,317.63	(13,317.63)
	24 Printing and Reproductions	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	33,707.27	33,707.27	(33,707.27)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	8,896.00	8,896.00	(8,896.00)
	Total	2,499,333.33	0.00	2,499,333.33	0.00	0.00	0.00	2,234,038.05	2,234,038.05	265,295.28
	** 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)
AE200	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	32.07	32.07	4,967.93

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: 2024 December - Closed

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed	
11 Personnel Compensation		1101 Non-Statutory Compensation	144,544.45	2,005,157.79	
		1106 Bonus	65,000.00	160,500.00	
	Total		209,544.45	2,165,657.79	
21 Travel		2101 Airfare Commercial Transport	663.21	3,070.70	
		2102 Non-Airfare Commercial Transp	0.00	298.00	
		2105 Lodging	0.00	5,387.76	
		2110 Meals	0.00	1,319.67	
		2115 WF-TL On Travel	0.00	8.00	
		2120 Car Rental	0.00	243.48	
		2135 Taxi/Ride Share	54.52	822.74	
		2136 Parking	0.00	14.00	
		Total		717.73	11,164.35
		EXPEN General Expenditures	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	48.00
2321 DC Telecom Serv (TRANSFER)	191.00			2,256.00	
2322 DC Telecom Tolls (TRANSFER)	958.54			10,465.63	
Total	1,197.54			13,317.63	
24 Printing and Reproduction		2402 Non-Frankable Printing & Repro	0.00	1,255.01	
		2403 Photographic (TRANSFER)	0.00	40.00	
		Total	0.00	1,295.01	
		2602 Water	38.24	1,085.72	
		2603 Food & Beverage	0.00	9,701.76	
		2604 Legislative Pingg Food and Bev	1,406.79	1,406.79	
		2620 Office Supplies (Outside)	263.39	1,429.57	
		2621 Office Supply (TRANSFER)	784.76	3,210.49	
		2623 Software < \$500	180.00	1,131.47	
		2630 Publications/Reference Mat'l	14,160.00	15,741.47	
Total		16,833.18	33,707.27		
31 Equipment		3105 Office Equip Purch<\$25,000	0.00	(526.00)	

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: 2024 December - Closed

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	31 Equipment	3112 Computer Hardw Purch <\$25,000	0.00	2,236.00
		3118 Maintenance / Repairs	555.00	7,186.00
		Total	555.00	8,896.00
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	32.07
		Total	0.00	32.07
		Total	0.00	32.07

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10EE999 COMM EDUCATION&WORKFORCE MIN

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: 2024 December - 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	3,203,000.00	150,000.00	3,353,000.00	0.00	0.00	0.00	0.00	0.00	3,353,000.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	3,039,954.31	3,039,954.31	(3,039,954.31)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	1,279.44	1,279.44	(1,279.44)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	25,496.39	25,496.39	(25,496.39)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	1,000.75	1,000.75	(1,000.75)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	(4,000.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	79.04	0.00	98,653.38	98,732.42	(98,732.42)
	31 Equipment	0.00	0.00	0.00	0.00	2,225.00	0.00	19,814.84	22,039.84	(22,039.84)
	Total	3,203,000.00	150,000.00	3,353,000.00	0.00	2,304.04	0.00	3,190,199.11	3,192,503.15	160,496.85

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10EEE999 COMM EDUCATION&WORKFORCE MIN

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed	
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	261,191.68	2,955,791.53	
		1103 Overtime Compensation	0.00	832.92	
		1104 Accrued Leave	0.00	2,829.86	
		1106 Bonus	0.00	80,500.00	
		Total	261,191.68	3,039,954.31	
		21 Travel	2102 Non-Airfare Commercial Transp	71.47	71.47
			2105 Lodging	329.46	460.31
			2111 Per Diem Meals & Incidentals	0.00	47.18
			2130 Private Auto Mileage	41.67	572.51
			2135 Taxi/Ride Share	0.00	73.97
2136 Parking	39.00		54.00		
Total	481.60	1,279.44			
23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	128.00	1,408.00		
	2321 DC Telecom Serv (TRANSFER)	291.75	3,263.50		
	2322 DC Telecom Tolls (TRANSFER)	1,767.99	20,801.14		
	2335 HIR Graphics (TRANSFER)	0.00	23.75		
	Total	2,187.74	25,496.39		
24 Printing and Reproduction	2402 Non-Frankable Printing & Repro	0.00	600.75		
	2403 Photographic (TRANSFER)	3.80	185.00		
	2404 Reproduction of Fed/Public Law	0.00	215.00		
	Total	3.80	1,000.75		
25 Other Services	2502 Non-Technology Service Cont	0.00	250.00		
	2572 Web Dev Hst,Email & Rltd Serv	0.00	3,750.00		
	Total	0.00	4,000.00		
26 Supplies and Materials	2602 Water	0.00	337.14		
	2603 Food & Beverage	0.00	764.44		
	2620 Office Supplies (Outside)	0.00	1,128.20		
	2621 Office Supply (TRANSFER)	202.60	1,689.46		

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10EE999 COMM EDUCATION&WORKFORCE MIN

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

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	26 Supplies and Materials	2623 Software < \$500	7,200.00	12,904.00
		2630 Publications/Reference Mat'l	67,131.37	81,830.14
		Total	74,533.97	98,653.38
	31 Equipment	3105 Office Equip Purch<\$25,000	0.00	2,599.92
3112 Computer Hardw Purch <\$25,000		0.00	8,095.20	
3118 Maintenance / Repairs		649.98	5,199.84	
	3128 Warranties	0.00	3,919.88	
	Total	649.98	19,814.84	
	Total		339,048.77	3,190,199.11

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

Employee List-December 2024-Majority

Last Name	First Name	Title	Lump Sum Bonus
Albrecht	Alexander	Counsel	5,000
Chambless	Stephanie	Counsel	5,000.00
Coffield	Andrew	Professional Staff Member	5,000.00
Conklin	Elisabeth	Professional Staff Member	5,000.00
Denham	Samantha	Deputy Communications Director	5,000.00
Eckhardt	Christopher	Professional Staffer	5,000.00
High	Heidi	Counsel	5,000.00
Hunt	Caroline	Staff Assistant	5,000.00
Holmes	Lauren	General Counsel	0.00
Joseph	Adam	Press and Digital Assistant	5,000.00
Lambert	Ryan	Professional Staff Member	5,000.00
Rothe	Andrew	Policy Director	5,000.00
Smith	Chandler	Professional Staffer	0.00
VanHyfte	Matthew	Communications Director	5,000.00
Wallwork	Lucas	Member Services/Coalitions Dire	5,000.00
Personal			152,600.00
Lump Sum Bonus			65,000.00
Total			217,600.00

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

Employee List-December 2024-Majority

Last Name	First Name	Title	Lump Sum Bonus
Albrecht	Alexander	Counsel	5,000
Chambless	Stephanie	Counsel	5,000.00
Coffield	Andrew	Professional Staff Member	5,000.00
Conklin	Elisabeth	Professional Staff Member	5,000.00
Denham	Samantha	Deputy Communications Director	5,000.00
Eckhardt	Christopher	Professional Staffer	5,000.00
High	Heidi	Counsel	5,000.00
Hunt	Caroline	Staff Assistant	5,000.00
Holmes	Lauren	General Counsel	0.00
Joseph	Adam	Press and Digital Assistant	5,000.00
Lambert	Ryan	Professional Staff Member	5,000.00
Rothe	Andrew	Policy Director	5,000.00
Smith	Chandler	Professional Staffer	0.00
VanHyfte	Matthew	Communications Director	5,000.00
Wallwork	Lucas	Member Services/Coalitions Dire	5,000.00

Personal	152,600.00
Lump Sum Bonus	65,000.00
Total	217,600.00

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

Employee List-December 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	13,126.34
TOTAL	89,459.67

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

Employee List-December 2024-Minority

Last Name	First Name	Title	Lump Sum Bonus
Benedetti	Cathleen	Professional Staff	0
Bowman	Matthew	Sr. Professional Staff member	0.00
Erkel	Richard	Senior Advisor	0.00
Garcia	Moraima	Office Manager	5,434.00
Jung	Melissa	Staff Director/Chief Counsel	2,258.34
Low	Matthew	Professional Staff	0.00
McGinnis	Michael	Deputy Communications Director	0.00
McWade	Timothy	Shared Employee	0.00
Voslow	Lauren	Director of Operations	5,434.00
Williams-Harrington	Ellen	Deputy Staff Director	0.00

Personal	76,333.33
Lump Sum Bonus	13,126.34
Total	89,459.67

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
NO TRAVEL PERFORMED								
Total Minority Travel Performed								\$0.00

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

Allocation	\$5,000
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
Total Expended	\$32
Unexpended Allocation	\$4,968

Committee on Small Business
118th Congress, 2nd Session
Detailee List
December 31, 2024

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