

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

December 8, 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 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
November 2023**

November 8, 2023-Full Committee Hearing: *“Burdensome Regulations: Examining the Effects of Department of Energy Regulations on America’s Job Creators.”*

November 14, 2023-Full Committee Hearing: *Oversight of the SBA’s Office of Entrepreneurial Development.”*

November 30, 2023-Full Committee Hearing: *Member Day: Representatives who do not sit on the Committee will be able to give testimony about any issues they want the Committee to address.*

The House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10SM000 COMMITTEE ON SMALL BUSINESS

Authorization Year 2023
 2023:118th Congress 1st Session
 Month: November 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
EXPEN	** 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	2,711,705.52	2,711,705.52	(2,711,705.52)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	11,537.34	11,537.34	(11,537.34)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	21,232.25	21,232.25	(21,232.25)
	24 Printing and Reproduction	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	59,927.87	59,927.87	(59,927.87)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	31,740.56	31,740.56	(31,740.56)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	2,706.88	0.00	29,139.16	(29,139.16)
	Total	3,621,000.00	0.00	3,621,000.00	0.00	2,706.88	0.00	2,865,770.82	2,868,477.70	752,522.30
	** 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	0.00	23.60	(23.60)	
Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	23.60	4,976.40	

Hon. House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10SM000 COMMITTEE ON SMALL BUSINESS

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	252,383.34	2,409,235.06
		1104 Accrued Leave	0.00	4,736.12
		1106 Bonus	12,075.00	297,734.34
		Total	264,458.34	2,711,705.52
		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	75.30	647.24
		2136 Parking	0.00	97.44
		2137 Tolls	0.00	7.54
		Total	75.30	11,537.34
		2320 DC Telecom Equip (TRANSFER)	96.00	1,762.00
		2321 DC Telecom Serv (TRANSFER)	307.25	2,630.75
		2322 DC Telecom Tolls (TRANSFER)	1,553.00	16,650.16
23 Rent, Communications, Utilities		2335 HIR Graphics (TRANSFER)	0.00	156.00
		2350 Postage / Courier / Box Rental	0.00	33.34
		Total	1,956.25	21,232.25
		2402 Non-Frankable Printing & Repro	115.00	3,195.00
24 Printing and Reproduction		Total	115.00	3,195.00
		2571 Technology Service Contracts	3,222.00	36,077.87
25 Other Services		2572 Web Dev Hst,Email & Rltd Serv	1,385.00	23,850.00
		Total	4,607.00	59,927.87
26 Supplies and Materials		2602 Water	47.46	2,585.27
		2603 Food & Beverage	1,062.80	5,813.40
		2605 Framing (TRANSFER)	0.00	84.00

Hon. House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10SM000 COMMITTEE ON SMALL BUSINESS

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

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)	5,241.86	10,705.14
		2621 Office Supply (TRANSFER)	563.37	7,517.64
		2623 Software < \$500	0.00	1,070.64
		2630 Publications/Reference Matl	0.00	3,681.47
		Total	6,915.49	31,740.56
		3105 Office Equip Purch <\$25,000	0.00	1,271.99
		3112 Computer Hardw Purch <\$25,000	13,534.00	13,994.52
		3118 Maintenance / Repairs	1,081.00	11,165.77
		Total	14,615.00	26,432.28
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	23.60
		Total	0.00	23.60

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

Payroll	\$ 172,966.67
Bonuses	\$12,075.00
SUBTOTAL	\$ 185,041.67
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	\$75.30
SUBTOTAL	\$75.30
Rent, Comm, Utilities	
DC Tel Equipment	\$64.00
DC Tell Service	\$229.75
DC Tell Tolls	\$894.65
SUBTOTAL	\$1,188.40
Print and Reprod	
Print and Reprod	\$115.00
Photographic	
SUBTOTAL	\$115.00
OTHER SERVICES	
Technology Service Contracts	\$1,611.00
Web Hosting/Email Service	\$ 1,000.00
SUBTOTAL	\$ 2,611.00
SUPPLIES & MATERIALS	
Bottled Water	\$47.46
Food & Beverage	\$1,062.80
Framing (Transfer)	\$0.00
Supplies Outside	\$5,241.86
OSS Supplies	\$488.37
Software < \$500	\$0.00
Publications	\$ -
SUBTOTAL	\$ 6,840.49
EQUIPMENT	
Equipment Purchase <\$25K	\$ -
Computer Hardward Purchase	\$13,534.00
Equip Maintenance	\$ 555.00
SUBTOTAL	\$ 14,089.00
TOTAL	\$ 209,960.86

**Small Business Committee - Majority
Fund Balance Statement
November 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		
Total Spent	\$	1,861,878.14
Funds Remaining		\$552,121.86

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

Description	November	YTD Including November	Cumulative Total
Non-Statutory Compensation	\$ 79,416.67	\$ 876,944.48	\$ 876,944.48
Accrued Leave	\$ -	\$ 4,736.12	\$ 4,736.12
Bonus	\$ -	\$ 83,559.34	\$ 83,559.34
11-Personnel Compensation subtotal	\$ 79,416.67	\$ 965,239.94	\$ 965,239.94
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	\$ 550.00	\$ 550.00
DC Telecom Service (TRANSFER)	\$ 77.50	\$ 790.50	\$ 790.50
DC Telecom Tolls (TRANSFER)	\$ 658.35	\$ 6,102.57	\$ 6,102.57
HIR Graphics (TRANSFER)	\$ -	\$ 6.00	\$ 6.00
Postage/Courier/Box Rental	\$ -	\$ 33.34	\$ 33.34
23-Rent, Communications & Utilities subtotal	\$ 767.85	\$ 7,482.41	\$ 7,482.41
Non-Frankable Printing & Reproduction	\$ -	\$ 266.00	\$ 266.00
24-Printing	\$ -	\$ 266.00	\$ 266.00
Technology Service Contracts	\$ 1,611.00	\$ 17,721.00	\$ 17,721.00
Web Dev, Hosting, Email, Related Services	\$ 385.00	\$ 3,850.00	\$ 3,850.00
25-Other Services subtotal	\$ 1,996.00	\$ 21,571.00	\$ 21,571.00
Water	\$ -	\$ 1,143.71	\$ 1,143.71
Food & Beverage	\$ -	\$ 114.46	\$ 114.46
Framing	\$ -	\$ -	\$ -
Habitation Expense	\$ -	\$ 283.00	\$ 283.00
Office Supply Transfer	\$ 75.00	\$ 679.50	\$ 679.50
Software Under \$500.00	\$ -	\$ 420.21	\$ 420.21
26-Supplies, Materials subtotal	\$ 75.00	\$ 2,640.88	\$ 2,640.88
Equipment & Software Maintenance	\$ 526.00	\$ 5,797.77	\$ 5,797.77
31-Equipment subtotal	\$ 526.00	\$ 5,797.77	\$ 5,797.77
Total Expenses	\$ 82,781.52	\$ 1,003,892.68	\$ 1,003,892.68

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

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		\$0.00
Total Expenses to Date:		\$1,003,892.68
Unexpended authorization		\$203,107.32

Committee on Small Business | 118 Congress, 1st Session
Franked Mail Report | November 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	
Total Expended	\$24
Unexpended Allocation	\$4,976

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

Employee List-November 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	9,458.34		
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			252,383.34		
LUMP SUM BONUS			12,075.00		
TOTAL			264,458.34		

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

Last Name	First Name	Title	Lump Sum Bonus
Chambless	Stephanie	Counsel	1,000.00
Holmes	Lauren	General Counsel	3,325.00
Joseph	Adam	Press and Digital Assistant	1,000.00
Majidi	Reda	Staff Assistant	2,000.00
Rothe	Andrew	Policy Director	3,750.00
VanHyfte	Matthew	Communications Director	1,000.00

Personal	250,841.67
Lump Sum Bonus	12,075.00
Total	262,916.67

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