

Congress of the United States  
U.S. House of Representatives  
Committee on Small Business  
2561 Rayburn House Office Building  
Washington, DC 20515-6515

December 18, 2018

The Honorable Gregg Harper  
Chairman  
Committee on House Administration  
1309 Longworth HOB  
Washington, DC 20515

Dear Chairman Harper:

In accordance with the regulations of the Committee on House Administration, I am submitting one copy of the monthly report for November 2018, including:

1. Summary of the progress of the specific investigations and studies for which funds were approved.
2. Fund Balance statements for the month and year to date.
3. Statement of Expenses for the month and year to date.
4. Franking Balance for the month and year to date.
5. Report of travel performed.
6. List of committee employees, job titles and gross monthly salaries.
7. List of committee detailees with start and end dates.

The report is available to Members of the Committee for examination.

Sincerely,



Steve Chabot  
Chairman

Activities of the Committee on Small Business  
115<sup>h</sup> Congress, 2<sup>nd</sup> Session

**NOVEMBER FULL COMMITTEE HEARINGS**

NONE.

**NOVEMBER FULL COMMITTEE MARKUPS**

None.

**NOVEMBER SUBCOMMITTEE HEARINGS**

None.

**U.S. House of Representatives**  
**Small Business Committee Majority**

**Fund Balance Statement by Paid Date**  
**November**

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<b>Total Authorization</b>		
115-2		\$2,166,424.67
<b>Less Expenses for:</b>		
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January	2018	\$110,822.09
February		\$118,465.38
March		\$120,929.33
April		\$123,409.09
May		\$126,721.74
June		\$121,391.07
July		\$117,947.49
August		\$123,518.09
September		\$121,196.53
October		\$121,335.39
November		\$174,988.13
<b>Total Expenses to Date:</b>		<b>\$1,380,724.33</b>
<b>Unexpended authorization</b>		<hr/> <b>\$785,700.34</b>

12/12/18

**U.S. House of Representatives**  
**COMMITTEE ON SMALL BUSINESS**  
**MINORITY**  
**Fund Balance Statement by Paid Date**  
**November**

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**Total Authorization**

115-2 **\$1,083,212.33**

**Less Expenses for:**

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January	2018	\$72,172.19
February		\$77,566.68
March		\$78,772.12
April		\$77,427.15
May		\$78,894.12
June		\$77,743.42
July		\$80,032.37
August		\$75,196.41
September		\$80,299.10
October		\$77,333.13
November		\$77,921.58

**Total Expenses to Date:**

**\$853,358.27**

**Unexpended authorization**

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**\$229,854.06**



**U.S. House of Representatives**  
**Small Business Committee Majority**

**Monthly Statement by Paid Date**  
**115-2 November**

Description	November	YTD Including November	Cumulative Total
Non-Statutory Compensation	\$168,549.08	\$1,337,475.17	\$1,337,475.17
<b>11-Personnel Compensation subtotal</b>	<b>\$168,549.08</b>	<b>\$1,337,475.17</b>	<b>\$1,337,475.17</b>
Commercial Transportation	\$1,808.76	\$3,586.12	\$3,586.12
Lodging	\$629.77	\$2,540.70	\$2,540.70
Meals	\$123.64	\$446.03	\$446.03
Car Rental	\$298.41	\$854.23	\$854.23
Gasoline	\$25.45	\$92.42	\$92.42
Private Auto Mileage	\$523.75	\$697.06	\$697.06
Taxi/Parking/Tolls	\$181.07	\$521.35	\$521.35
<b>21-Travel subtotal</b>	<b>\$3,590.85</b>	<b>\$8,737.91</b>	<b>\$8,737.91</b>
DC Telecommunication Equipment (TRANSFER)	\$72.00	\$704.00	\$704.00
DC Telecommunication Service (TRANSFER)	\$248.00	\$2,480.00	\$2,480.00
DC Telecommunication Tolls (TRANSFER)	\$925.90	\$11,027.67	\$11,027.67
Franked Mail	\$17.41	\$121.46	\$121.46
<b>23-Rent, Communications and Utilities subtotal</b>	<b>\$1,263.31</b>	<b>\$14,333.13</b>	<b>\$14,333.13</b>
Printing & Reproduction	\$64.75	\$1,179.50	\$1,179.50
Photographic (TRANSFER)	\$0.00	\$133.50	\$133.50
<b>24-Printing and Reproduction subtotal</b>	<b>\$64.75</b>	<b>\$1,313.00</b>	<b>\$1,313.00</b>
Training	\$0.00	\$160.00	\$160.00
Web Development, Hosting, Email, and Related Services	\$935.00	\$9,350.00	\$9,350.00
<b>25- subtotal</b>	<b>\$935.00</b>	<b>\$9,510.00</b>	<b>\$9,510.00</b>
Bottled Water	\$68.61	\$1,524.63	\$1,524.63
Food and Beverage	\$0.00	\$337.96	\$337.96
Framing (TRANSFER)	\$0.00	\$81.00	\$81.00
Office Supplies (Outside)	\$0.00	\$1,245.30	\$1,245.30
Office Supply (TRANSFER)	\$156.53	\$1,759.98	\$1,759.98
Software under \$500	\$0.00	\$42.89	\$42.89
Publications/Reference Material	\$0.00	\$797.36	\$797.36
<b>26-Supplies and Materials subtotal</b>	<b>\$225.14</b>	<b>\$5,789.12</b>	<b>\$5,789.12</b>
Equipment & Software Maintenance	\$360.00	\$3,566.00	\$3,566.00
<b>31-Equipment subtotal</b>	<b>\$360.00</b>	<b>\$3,566.00</b>	<b>\$3,566.00</b>



12/12/18

**U.S. House of Representatives**  
**COMMITTEE ON SMALL BUSINESS**  
**MINORITY**  
**Monthly Statement by Paid Date**  
**115-2 November**

Description	YTD Including		Cumulative Total
	November	November	
Non-Statutory Compensation	\$76,265.54	\$838,760.09	\$838,760.09
<b>11-Personnel Compensation subtotal</b>	<b>\$76,265.54</b>	<b>\$838,760.09</b>	<b>\$838,760.09</b>
Commercial Transportation	\$0.00	\$559.88	\$559.88
Lodging	\$0.00	\$252.39	\$252.39
Meals	\$0.00	\$126.49	\$126.49
Taxi/Parking/Tolls	\$0.00	\$117.56	\$117.56
<b>21-Travel subtotal</b>	<b>\$0.00</b>	<b>\$1,056.32</b>	<b>\$1,056.32</b>
DC Telecommunication Equipment (TRANSFER)	\$24.00	\$240.00	\$240.00
DC Telecommunication Service (TRANSFER)	\$82.50	\$825.00	\$825.00
DC Telecommunication Tolls (TRANSFER)	\$304.16	\$3,024.61	\$3,024.61
HIR Graphics (TRANSFER)	\$0.00	\$418.00	\$418.00
<b>23-Rent, Communications and Utilities subtotal</b>	<b>\$410.66</b>	<b>\$4,507.61</b>	<b>\$4,507.61</b>
Printing & Reproduction	\$0.00	\$1,024.75	\$1,024.75
<b>24-Printing and Reproduction subtotal</b>	<b>\$0.00</b>	<b>\$1,024.75</b>	<b>\$1,024.75</b>
Bottled Water	\$94.70	\$691.68	\$691.68
Food and Beverage	\$0.00	\$817.27	\$817.27
Office Supplies (Outside)	\$0.00	\$1,131.00	\$1,131.00
Office Supply (TRANSFER)	\$123.10	\$384.67	\$384.67
Publications/Reference Material	\$0.00	\$412.50	\$412.50
<b>26-Supplies and Materials subtotal</b>	<b>\$217.80</b>	<b>\$3,437.12</b>	<b>\$3,437.12</b>
Computer Hardware Purchase less than \$25,000	\$0.00	\$1,125.00	\$1,125.00
Computer Software Purchase less than \$10,000	\$825.00	\$825.00	\$825.00
Equipment & Software Maintenance	\$202.58	\$2,622.38	\$2,622.38
<b>31-Equipment subtotal</b>	<b>\$1,027.58</b>	<b>\$4,572.38</b>	<b>\$4,572.38</b>
<b>Total Expenses</b>	<b>\$77,921.58</b>	<b>\$853,358.27</b>	<b>\$853,358.27</b>

**115th Congress, 2nd Session  
Committee on Small Business  
2018 Franked Mail Report**

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<b>Allocation:</b>	<b>\$5,000.00</b>
January	\$0.00
February	\$1.27
March	\$0.41
April	\$3.53
May	\$3.75
June	\$78.68
July	\$1.70
August	\$0.85
September	\$13.86
October	\$0.00
November	\$17.41
December	
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Total Expended	\$121.46



Travel Performed  
 Committee on Small Business  
 115th Congress 2nd Session  
 November 2018

Traveler	Dates of Travel		Purpose	Itinerary	Transportation cost	Reimbursement Claimed		
	From	To				Meals, Lodging & Incidentals	Other	Total
Kevin Fitzpatrick	10/21/2018	10/23/2018	Roundtable	R/T IAD-CVG	\$621.40	\$620.08		\$1,241.48
Kevin Fitzpatrick	10/29/2018	10/30/2018	Roundtable	R/T IAD-CVG	\$749.40	\$423.82		\$1,173.22
Robert Yavor	10/21/2018	10/22/2018		R/T BWI-CVG	\$437.96	\$214.44		\$652.40
Colleen Moore	10/26/2018	10/30/2018		R/T DC-OH	\$523.75			\$523.75



**115th Congress, 2nd Session  
Committee on Small Business  
Employee List  
November 2018**

<b><u>Employee</u></b>	<b><u>Position Title</u></b>	<b><u>Gross Pay</u></b>
Althouse, Sarah	Communications Director	\$7,083.33
Barr, Delia	Clerk	\$13,201.25
Barton, Stacy	Chief of Staff	\$5,208.33
Bowles, Maureen	Financial Administrator	\$1,500.00
Brown, Daniel	Professional Staff	\$1,666.67
Burchfield, James	Professional Staff	\$6,666.67
Fekete, Stephanie	Counsel	\$13,201.25
Finks, Lauren	Staff Assistant	\$8,333.33
Fitzpatrick, Kevin	Staff Director	\$14,375.00
Garcia, Moraima	Office Manager	\$8,233.33
Gomez, Matthew	Professional Staff	\$5,833.33
Hartz, Joseph	Policy Director	\$14,034.25
Haurek, Alex	Communications Director	\$10,733.33
Jung, Melissa	Deputy Staff Director	\$12,083.33
Ling, Vivian	Counsel	\$14,034.25
Lowe, Jonathan	Shared Employee	\$1,250.00
Minehardt, Adam	Staff Director	\$13,650.00
Moore, Colleen	Professional Staff	\$14,034.25
Najieb-Locke, Halimah	Professional Staff	\$8,583.33
Oliver, Janet	Chief Counsel/Dep Staff Dir	\$14,224.67
Pelletier, Justin	Senior Advisor	\$7,500.00
Quartz, Evelyn	Dep Press Assistant	\$2,982.22
Schmidt, Hannah	Policy Assistant	\$13,201.25
Sharma, Moh	Dir of Or & Mbr Svs/Sr Pol Adv	\$6,666.67
Short, Patricia	Press Secretary	\$5,833.33
Utz, Sharon	Sr Professional Staff	\$7,500.00
Yavor, Robert	Professional Staff	\$13,201.25
<b>Total</b>		<b>\$244,814.62</b>

**115th Congress, 2nd Session  
Committee on Small Business  
November 2018 Detailee List**

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<b><u>Detailee Name</u></b>	<b><u>Agency</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>
Deborah Steward	GPO	1/3/2018	12/31/2018