

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

October 7, 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 September 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
September 2024**

September 10, 2024-Full Committee Markup.

September 18, 2024- Full Committee Hearing: *“Holding the SBA Accountable: Testimony from Small Business Administrator Guzman.”*

September 25, 2024- Subcommittee Committee Hearing: Innovation, Entrepreneurship, and Workforce Development: *Avenues to Success: Examining Workforce Training Programs for Employees “.”*

Small Business Committee - Majority
Monthly Balance Statement
September 2024

Payroll	\$ 155,100.00
Bonuses	\$3,000.00
SUBTOTAL	\$ 158,100.00
Travel	
Airfare/Non commercial travel	\$2,155.07
Lodging	\$3,279.94
Meals	\$954.93
WIFI on Travel	\$0.00
Car Rental	\$0.00
Auto Mileage	\$0.00
Taxi, Parking, Tolls	\$439.66
SUBTOTAL	\$6,829.60
Rent, Comm, Utilities	
DC Tel Equipment	\$48.00
DC Tell Service	\$191.00
DC Tell Tolls	\$966.36
SUBTOTAL	\$1,205.36
Print and Reprod	
Print and Reprod	\$115.50
Photographic	\$ -
SUBTOTAL	\$115.50
OTHER SERVICES	
Technology Service Contracts	\$0.00
Web Hosting/Email Service	\$ (2,310.00)
SUBTOTAL	\$ (2,310.00)
SUPPLIES & MATERIALS	
Bottled Water	\$98.24
Food & Beverage	\$0.00
Framing (Transfer)	\$0.00
Supplies Outside	\$0.00
OSS Supplies	\$316.36
Software < \$500	\$0.00
Publications	\$ -
SUBTOTAL	\$ 414.60
EQUIPMENT	
Equipment Purchase <\$25K	\$ -
Computer Hardward Purchase	\$0.00
Equip Maintenance	\$ 555.00
SUBTOTAL	\$ 555.00
TOTAL	\$ 164,910.06

**Small Business Committee - Majority
Fund Balance Statement
September 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		
November Totals		
December Totals		
Total Spent	\$	1,681,474.39
Funds Remaining		\$817,858.94

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

Description	September	YTD Including September	Cumulative Total
Non-Statutory Compensation	\$ 84,566.66	\$ 755,069.94	\$ 755,069.94
11-Personnel Compensation subtotal	\$ 84,566.66	\$ 755,069.94	\$ 755,069.94
21-Lodging	\$ 329.46	\$ 329.46	\$ 329.46
DC Telecom Equipment (TRANSFER)	\$ 36.00	\$ 284.00	\$ 284.00
DC Telecom Service (TRANSFER)	\$ 85.25	\$ 674.25	\$ 674.25
DC Telecom Tolls (TRANSFER)	\$ 668.24	\$ 4,430.31	\$ 4,430.31
HIR Graphics (TRANSFER)	\$ -	\$ 240.00	\$ 240.00
Postage/Courier/Box Rental	\$ -	\$ -	\$ -
23-Rent, Communications & Utilities subtotal	\$ 789.49	\$ 5,628.56	\$ 5,628.56
Non-Frankable Printing & Reproduction	\$ -	\$ 38.00	\$ 38.00
24-Printing subtotal	\$ -	\$ 38.00	\$ 38.00
Training	\$ -	\$ 80.00	\$ 80.00
Web Dev Hst, Email & Rltd Serv	\$ 770.00	\$ 770.00	\$ 770.00
25-Other Services subtotal	\$ 770.00	\$ 850.00	\$ 850.00
Water	\$ 228.83	\$ 1,062.54	\$ 1,062.54
Office Supplies (Outside)	\$ 784.92	\$ 1,531.92	\$ 1,531.92
Office Supply Transfer	\$ 21.76	\$ 176.77	\$ 176.77
Software Less Than \$500.00	\$ -	\$ 554.40	\$ 554.40
26-Supplies, Materials subtotal	\$ 1,035.51	\$ 3,325.63	\$ 3,325.63
Office Equipment Purchase Less Than \$25,000	\$ -	\$ -	\$ -
Computer Softw Purchase Less Than \$10,000.00	\$ -	\$ 907.58	\$ 907.58
Maintenance / Repairs	\$ 526.00	\$ 4,734.00	\$ 4,734.00
31-Equipment subtotal	\$ 526.00	\$ 5,641.58	\$ 5,641.58
Total Expenses	\$ 88,017.12	\$ 770,883.17	\$ 770,883.17

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

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		\$0.00
November		\$0.00
December		\$0.00

Total Expenses to Date: **\$770,883.17**

Unexpended authorization **\$478,783.50**

Monthly Financial Statement by Legislative Year

Office: 10SM000 COMM ON SMALL BUSINESS MAJ

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: 2024 September - Open

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	1,636,330.00	1,636,330.00	(1,636,330.00)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	9,729.31	9,729.31	(9,729.31)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	9,637.25	9,637.25	(9,637.25)
	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	2,310.00	2,310.00	(2,310.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	204.71	0.00	14,941.82	15,146.53	(15,146.53)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	7,231.00	7,231.00	(7,231.00)
	Total	2,499,333.33	0.00	2,499,333.33	0.00	204.71	0.00	1,681,474.39	1,681,679.10	817,654.23
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)
	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	32.07	32.07	4,967.93

Monthly Financial Statement by Legislative Year

Office: 10SM000 COMM ON SMALL BUSINESS MAJ

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: 2024 September - Open

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	155,100.00	1,545,830.00
		1106 Bonus	3,000.00	90,500.00
		Total	158,100.00	1,636,330.00
21 Travel		2101 Airfare Commercial Transport	1,857.07	2,407.49
		2102 Non-Airfare Commercial Transp	298.00	298.00
		2105 Lodging	3,279.94	4,777.35
		2110 Meals	954.93	1,239.01
		2115 WI-FI On Travel	0.00	8.00
		2120 Car Rental	0.00	243.48
		2135 Taxi/Ride Share	439.66	741.98
		2136 Parking	0.00	14.00
		Total	6,829.60	9,729.31
	23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	48.00
		2321 DC Telecom Serv (TRANSFER)	191.00	1,683.00
		2322 DC Telecom Tolls (TRANSFER)	966.36	7,502.25
		Total	1,205.36	9,637.25
24 Printing and Reproduction		2402 Non-Frankable Printing & Repr	115.50	1,255.01
		2403 Photographic (TRANSFER)	0.00	40.00
	Total	115.50	1,295.01	
25 Other Services		2572 Web Dev Hst,Email & Rltd Serv	(2,310.00)	2,310.00
		Total	(2,310.00)	2,310.00
26 Supplies and Materials		2602 Water	98.24	851.96
		2603 Food & Beverage	0.00	8,653.36
		2620 Office Supplies (Outside)	0.00	961.47
		2621 Office Supply (TRANSFER)	316.36	2,391.13
	2623 Software < \$500	0.00	502.43	
	2630 Publications/Reference Mat'l	0.00	1,581.47	
	Total	414.60	14,941.82	

Monthly Financial Statement by Legislative Year

Office: 10SM000 COMM ON SMALL BUSINESS MAJ
 Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: 2024 September - Open

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	31 Equipment	3105 Office Equip Purch<\$25,000	0.00	(526.00)
		3112 Computer Hardw Purch <\$25,000	0.00	2,236.00
		3118 Maintenance / Repairs	555.00	5,521.00
	Total		555.00	7,231.00
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	32.07
		Total	0.00	32.07
		Total	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 September - Open

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	755,069.94	755,069.94	(755,069.94)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	329.46	329.46	(329.46)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	5,628.56	5,628.56	(5,628.56)
	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	850.00	850.00	(850.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	3,325.63	3,325.63	(3,325.63)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	5,641.58	5,641.58	(5,641.58)
	Total	1,249,666.67	0.00	1,249,666.67	0.00	0.00	0.00	770,883.17	770,883.17	478,783.50

Monthly Financial Statement by Legislative Year

Office: 10SM999 COMM ON SMALL BUSINESS MIN

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: 2024 September - Open

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	84,566.66	755,069.94
		Total	84,566.66	755,069.94
	21 Travel	2105 Lodging	329.46	329.46
		Total	329.46	329.46
		2320 DC Telecom Equip (TRANSFER)	36.00	284.00
		2321 DC Telecom Serv (TRANSFER)	85.25	674.25
	23 Rent, Communications, Utilities	2322 DC Telecom Tolls (TRANSFER)	668.24	4,430.31
		2335 HIR Graphics (TRANSFER)	0.00	240.00
		Total	789.49	5,628.56
		2402 Non-Frankable Printing & Repro	0.00	38.00
	Total	0.00	38.00	
	2527 Training	0.00	80.00	
25 Other Services	2572 Web Dev Hst,Email & Rltd Serv	770.00	770.00	
	Total	770.00	850.00	
	2602 Water	228.83	1,062.54	
	2620 Office Supplies (Outside)	784.92	1,531.92	
26 Supplies and Materials	2621 Office Supply (TRANSFER)	21.76	176.77	
	2623 Software < \$500	0.00	554.40	
	Total	1,035.51	3,325.63	
	3115 Computer Softw Purch <\$10,000	0.00	907.58	
31 Equipment	3118 Maintenance / Repairs	526.00	4,734.00	
	Total	526.00	5,641.58	
	Total	88,017.12	770,883.17	

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

Employee List-September 2024-Majority

Last Name	First Name	Title	Gross Salary	Start Date	End Date
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	3,750.00		
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		
Ver Hage	Emma	Clerk	6,250.00		
Vogel	Ann	Shared Employee	2,916.67		
Wallwork	Lucas	Member Services/Coalitions Dire	10,833.33		

PERSONAL	155,100.00
LUMP SUM BONUS	3,000.00
TOTAL	158,100.00

Last Name	First Name	Title	Lump Sum Bonus
------------------	-------------------	--------------	-----------------------

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

Employee List-September 2024-Majority

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	0.00
VanHyfte	Matthew	Communications Director	0.00
Ver Hage	Emma	Clerk	3,000.00
Wallwork	Lucas	Member Services/Coalitions Director	0.00

Personal	155,100.00
Lump Sum Bonus	3,000.00
Total	158,100.00

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

Employee List-September 2024-Minority

Last Name	First Name	Title	Gross Salary	Start Date	End Date
Beca-Barragan	Renata	Senior Counsel	0		8/31/2024
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	11,750.00		
Jung	Melissa	Staff Director/Chief Counsel	15,208		
Low	Matthew	Professional Staff	5,625		
McGinnis	Michael	Deputy Communications Director	9,900.00		
McWade	Timothy	Shared Employee	1,583.33		
Voslow	Lauren	Director of Operations	7,750.00		
Williams-Harrington	Ellen	Deputy Staff Director	12,083.33		

PERSONAL	84,566.66
LUMP SUM BONUS	0.00
TOTAL	84,566.66

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 | September, 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	
November	
December	
Total Expended	\$32
Unexpended Allocation	\$4,968

Committee on Small Business
118th Congress, 2nd Session
Detailee List
September 30, 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