

Congress of the United States  
U.S. House of Representatives  
Committee on Small Business  
2361 Rayburn House Office Building  
Washington, DC 20515-6315

November 15, 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 October 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  
October 2024**

---

No Committee Activity

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

<b>Payroll</b>	\$ 162,183.34
Bonuses	\$0.00
<b>SUBTOTAL</b>	<b>\$ 162,183.34</b>
<b>Travel</b>	
Airfare/Non commercial travel	\$0.00
Lodging	\$0.00
Meals	\$0.00
WIFI on Travel	\$0.00
Car Rental	\$0.00
Auto Mileage	\$0.00
Taxi, Parking, Tolls	\$0.00
<b>SUBTOTAL</b>	<b>\$0.00</b>
<b>Rent, Comm, Utilities</b>	
DC Tel Equipment	\$48.00
DC Tell Service	\$191.00
DC Tell Tolls	\$966.52
<b>SUBTOTAL</b>	<b>\$1,205.52</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	\$ (2,310.00)
<b>SUBTOTAL</b>	<b>\$ (2,310.00)</b>
<b>SUPPLIES &amp; MATERIALS</b>	
Bottled Water	\$127.28
Food & Beverage	\$522.65
Framing (Transfer)	\$0.00
Supplies Outside	\$204.71
OSS Supplies	\$5.04
Software < \$500	\$89.04
Publications	\$ -
<b>SUBTOTAL</b>	<b>\$ 948.72</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>\$ 162,582.58</b>

**Small Business Committee - Majority  
Fund Balance Statement  
October 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		
December Totals		
Total Spent	\$	1,844,056.97
Funds Remaining		\$655,276.36

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

Description	October	YTD Including October	Cumulative Total
Non-Statutory Compensation	\$ 84,566.66	\$ 839,636.60	\$ 839,636.60
<b>11-Personnel Compensation subtotal</b>	<b>\$ 84,566.66</b>	<b>\$ 839,636.60</b>	<b>\$ 839,636.60</b>
<b>21-Lodging</b>	<b>\$ -</b>	<b>\$ 329.46</b>	<b>\$ 329.46</b>
DC Telecom Equipment (TRANSFER)	\$ 36.00	\$ 320.00	\$ 320.00
DC Telecom Service (TRANSFER)	\$ 85.25	\$ 759.50	\$ 759.50
DC Telecom Tolls (TRANSFER)	\$ 666.04	\$ 5,096.35	\$ 5,096.35
HIR Graphics (TRANSFER)	\$ -	\$ 240.00	\$ 240.00
Postage/Courier/Box Rental	\$ -	\$ -	\$ -
<b>23-Rent, Communications &amp; Utilities subtotal</b>	<b>\$ 787.29</b>	<b>\$ 6,415.85</b>	<b>\$ 6,415.85</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	\$ 2,695.00	\$ 3,465.00	\$ 3,465.00
<b>25-Other Services subtotal</b>	<b>\$ 2,695.00</b>	<b>\$ 3,545.00</b>	<b>\$ 3,545.00</b>
Water	\$ 185.30	\$ 1,247.84	\$ 1,247.84
Office Supplies (Outside)	\$ -	\$ 1,531.92	\$ 1,531.92
Office Supply Transfer	\$ -	\$ 176.77	\$ 176.77
Software Less Than \$500.00	\$ -	\$ 554.40	\$ 554.40
<b>26-Supplies, Materials subtotal</b>	<b>\$ 185.30</b>	<b>\$ 3,510.93</b>	<b>\$ 3,510.93</b>
Office Equipment Purchase Less Than \$25,000	\$ -	\$ -	\$ -
Computer Softw Purchase Less Than \$10,000.00	\$ -	\$ 907.58	\$ 907.58
Maintenance / Repairs	\$ 526.00	\$ 5,260.00	\$ 5,260.00
<b>31-Equipment subtotal</b>	<b>\$ 526.00</b>	<b>\$ 6,167.58</b>	<b>\$ 6,167.58</b>
<b>Total Expenses</b>	<b>\$ 88,760.25</b>	<b>\$ 859,643.42</b>	<b>\$ 859,643.42</b>

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

---

---

**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		\$0.00
December		\$0.00

**Total Expenses to Date:** **\$859,643.42**

---

**Unexpended authorization** **\$390,023.25**



The House of Representatives  
**Monthly Financial Statement by Legislative Year**

Office: 10SM999    COMM ON SMALL BUSINESS MIN    Authorization Year 2024  
 2024:118th Congress 2nd Session  
 Month: 2024 October - 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	839,636.60	839,636.60	(839,636.60)
	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	6,415.85	6,415.85	(6,415.85)
	24 Printing and Reproductions	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	3,545.00	3,545.00	(3,545.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	3,510.93	3,510.93	(3,510.93)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	6,167.58	6,167.58	(6,167.58)
	<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>859,643.42</b>	<b>859,643.42</b>	<b>390,023.25</b>

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 October - 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
EXPEN	** 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	1,798,513.34	1,798,513.34	(1,798,513.34)
	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	10,842.77	10,842.77	(10,842.77)
	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	15,890.54	15,890.54	(15,890.54)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	7,786.00	7,786.00	(7,786.00)
	<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>1,844,056.97</b>	<b>1,844,056.97</b>	<b>655,276.36</b>
	** 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	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>0.00</b>	<b>32.07</b>	<b>32.07</b>	<b>4,967.93</b>



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

Employee List-October 2024-Majority

Last Name	First Name	Title	Gross Salary	Start Date	End Date
Albrecht	Alexander	Counsel	15,000.00		
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	11,250.00		
Fedorchak	Mary Kathryn	Shared Employee	1,666.67		
High	Heidi	Professional Staff	15,000.00		
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	0.00		9/30/2024
Vogel	Ann	Shared Employee	2,916.67		
Wallwork	Lucas	Member Services/Coalitions Dire	10,833.33		

PERSONAL	162,183.34
LUMP SUM BONUS	0.00
<b>TOTAL</b>	<b>162,183.34</b>

Last Name      First Name      Title      Lump Sum Bonus

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

Employee List-October 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	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**

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

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

**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 | October, 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	
December	
<b>Total Expended</b>	<b>\$32</b>
<b>Unexpended Allocation</b>	<b>\$4,968</b>

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