

## **ATRICURE, INC.**

### **CHARTER OF THE AUDIT COMMITTEE OF THE BOARD OF DIRECTORS**

This Audit Committee Charter, as amended, was adopted by the Board of Directors (the “Board”) of AtriCure, Inc., a Delaware corporation (the “Company”) on May 24, 2017.

#### **I. PURPOSES**

The Audit Committee (the “Committee”) shall assist the Board in fulfilling its responsibility to oversee management regarding:

- (i) the conduct and integrity of the Company’s financial reporting to any governmental or regulatory body, the public or other users thereof;
- (ii) the Company’s systems of internal accounting and financial and disclosure controls, including the engagement of consulting services for internal audit;
- (iii) the qualifications, engagement, compensation, independence and performance of the Company’s independent auditors, their conduct of the annual audit, and their engagement for any other services;
- (iv) the Company’s legal and regulatory compliance matters that may have a material impact on the Company’s financial statements and conflicts of interest of directors and executive officers; and
- (v) the preparation of the annual Audit Committee Report required by Securities and Exchange Commission (the “SEC”) rules to be included in the Company’s annual proxy statement.

In discharging its role, the Committee is empowered to inquire into any matter it considers appropriate to carry out its responsibilities, with access to all books, records, facilities and personnel of the Company. The Committee has the power to retain outside counsel, independent auditors or other advisors to assist it in carrying out its activities. The Company shall provide adequate resources to support the Committee’s activities, including compensation of the Committee’s counsel, independent auditors and other advisors. The Committee shall have the sole authority to retain, compensate, direct, oversee and terminate counsel, independent auditors, and other advisors hired to assist the Committee, who shall be accountable ultimately to the Committee.

#### **II. ORGANIZATION**

The Committee shall consist of three (3) or more members of the Board, each of whom the Board has selected and determined to be “independent” in accordance with applicable rules of the SEC and the Nasdaq Stock Market, Inc. (“Nasdaq”). No member of the Committee shall

have participated in the preparation of the financial statements of the Company or any current subsidiary of the Company at any time during the past three (3) years. Each member of the Committee shall meet the financial literacy requirements of Nasdaq, at least one member shall have the requisite financial sophistication required by Nasdaq and, unless otherwise determined by the Board, at least one member shall be an “audit committee financial expert” as such term is defined under applicable SEC rules. No member of the Committee may serve on the audit committee of more than three (3) public companies, including the Company, unless the Board of Directors has determined that such simultaneous service would not impair the ability of such member to effectively serve on the Committee.

Committee members shall continue to be members until their successors are elected and qualified or until their earlier resignation or removal. Any member may be removed by the Board, with or without cause, at any time. The Chairman of the Committee shall be appointed from among the Committee members by, and serve at the pleasure of, the Board to convene and chair meetings of the Committee, set agendas for meetings, and determine the Committee’s information needs. In the absence of the Chairman at a duly convened meeting, the Committee shall select a temporary substitute from among its members.

### III. MEETINGS

The Committee shall meet on a regularly-scheduled basis at least four (4) times per year or more frequently as circumstances dictate. The Committee shall meet periodically with management, the internal auditor (if any) and the independent auditor in separate executive sessions to provide the opportunity for full and frank discussion without members of senior management present.

The Committee shall establish its own schedule and rules of procedure. Meetings of the Committee may be held telephonically. A majority of the members of the Committee shall constitute a quorum sufficient for the taking of any action by the Committee.

### IV. DUTIES

The Committee’s role is one of oversight. The Company’s management is responsible for preparing the Company’s financial statements and the independent auditors are responsible for auditing those financial statements. The Committee recognizes that Company management and the independent auditors have more time, knowledge and detailed information about the Company than do Committee members. Consequently, in carrying out its oversight responsibilities, the Committee is not providing any expert or special assurance as to the Company’s financial statements or any professional certification as to the independent auditor’s work.

The following responsibilities are set forth as a guide for fulfilling the Committee’s purposes, with the understanding that the Committee’s activities may diverge as appropriate given the circumstances. The Committee is authorized to carry out these activities and other actions reasonably related to the Committee’s purposes or assigned by the Board from time to time.

The Committee may form, and delegate any of its responsibilities to, a subcommittee so long as such subcommittee is solely comprised of one or more members of the Committee.

To fulfill its purposes, the Committee shall:

A. *Supervise the Independent Audit.*

1. appoint, evaluate, compensate, oversee the work of, and if appropriate terminate, the independent auditor, who shall report directly to the Committee;
2. review and approve the terms of the independent auditor's retention, engagement and scope of the annual audit, and pre-approve as a Committee or by an individual member any audit-related and permitted non-audit services (including the fees and terms thereof) to be provided by the independent auditor (with pre-approvals disclosed as appropriate in the Company's periodic public filings);
3. on an annual basis:
  - (i) review a formal written statement from the independent auditor delineating all relationships between the independent auditor and the Company, consistent with Independence Standards Board Standard No. 1 (as modified or supplemented), actively engage in a dialogue with the independent auditor with respect to any disclosed relationships or services that may impact the objectivity and independence of the independent auditor and take appropriate action in response to the independent auditor's report to satisfy itself of the auditor's independence;
  - (ii) set clear hiring policies for employees or former employees of the independent auditors that meet requirements of the federal securities laws and any applicable stock exchange and other listing standards;
4. review and discuss with management, the independent auditor and the internal auditor:
  - (i) any significant findings during the year, including the status of previous audit recommendations;
  - (ii) any accounting adjustments that were noted or proposed by the auditor but were "passed" (as immaterial or otherwise) or any other audit problems or difficulties encountered in the course of audit work;
  - (iii) any restrictions on the scope of activities or access to required information;
  - (iv) any changes required in the scope of the audit plan;

- (v) the audit budget and staffing;
  - (vi) the coordination of audit efforts in order to monitor completeness of coverage, reduction of redundant efforts, and the effective use of audit resources; and
5. review and resolve any disagreements between management and the independent auditor concerning financial reporting, or relating to any audit report or other audit, review or attest services provided by the independent auditor.

*B. Oversee Internal Audit (if any), Internal Controls & Risk Management.*

1. review and discuss with management and the independent auditor:
- (i) the adequacy of the Company's internal and disclosure controls and procedures, (including computerized information system disclosure controls and security), including whether such controls and procedures are designed to provide reasonable assurance that transactions entered into by the Company are properly authorized, assets are safeguarded from unauthorized or improper use, and transactions by the Company are properly recorded and reported;
  - (ii) any significant deficiencies in the design or operation of the Company's internal controls which could adversely affect the Company's ability to record, process, summarize and report financial data;
  - (iii) any fraud, whether or not material, that involves management or other employees who have a significant role in the Company's internal controls; and
  - (iv) related findings and recommendations of management, together with the independent auditor's attestation report;
2. review and discuss with management and the independent auditor (if any) any significant risks or exposures and assess the steps management has taken to minimize such risks; and discuss with management and the independent auditor, and oversee the Company's underlying policies with respect to, risk assessment and risk management;
3. establish and oversee procedures for the receipt, retention and treatment of complaints regarding accounting, internal accounting controls or auditing matters, and the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters;
4. review and recommend the appointment, reassignment, replacement, compensation or dismissal of the Chief Financial Officer; and

5. receive periodic reports from the internal auditor (if any) and consult with management about any changes with such personnel and their performance evaluations and compensation.

*C. Oversee Financial Reporting.*

1. review and discuss with management and the independent auditor:
  - (i) all critical accounting policies and practices used by the Company;
  - (ii) any significant changes in Company accounting policies;
  - (iii) any material alternative accounting treatments within GAAP that have been discussed with management, including the ramifications of the use of the alternative treatments and the treatment preferred by the accounting firm;
  - (iv) any accounting and financial reporting proposals that may have a significant impact on the Company's financial reports; and
  - (v) other material written communications between the independent auditor and management;
2. inquire as to the independent auditor's view of the accounting treatment related to significant new transactions or other significant matters or events not in the ordinary course of business;
3. review and discuss with management and the independent auditor any material financial or non-financial arrangements that do not appear on the financial statements of the Company;
4. review and discuss with the independent auditor:
  - (i) any accounting adjustments that were noted or proposed by the auditors but were "passed" (as immaterial or otherwise);
  - (ii) any communications between the audit team and the audit firm's national office respecting auditing or accounting issues presented by the engagement; and
  - (iii) any "management" or "internal control" letter issued, or proposed to be issued, by the independent auditors to the Company or any other material written communications between the accounting firm and management, such as any management letter or schedule of "unadjusted differences;"
5. review the Company's financial statements, including:

(i) prior to public release, review and discuss with management and the independent auditor the Company's annual and quarterly financial statements to be filed with the SEC (including the Company's disclosures under "Management's Discussion and Analysis of Financial Condition and Results of Operations" and any certifications regarding the financial statements or the Company's internal accounting and financial controls and procedures and disclosure controls or procedures filed with SEC by the Company's senior executive and financial officers);

(ii) with respect to the independent auditor's annual audit report and certification, before release of the annual audited financial statements, meet with the independent auditor without any management member present to discuss the adequacy of the Company's system of internal accounting and financial controls, the appropriateness of the accounting principles used to and judgments made in the preparation of the Company's audited financial statements, and the quality of the Company's financial reports;

(iii) meet separately, periodically, with management, internal auditors (if any) and the independent auditor; and

(iv) prior to submission to any governmental authority of any financial statements of the Company that differ from the financial statements filed by the Company with the SEC, reviewing such financial statements and any report, certification or opinion thereon provided by the independent auditor;

6. at least annually, review a report by the independent auditor describing:

(i) the firm's internal quality-control procedures;

(ii) any material issues raised by the most recent internal quality-control review of the firm, or by any review, inquiry or investigation by governmental or professional authorities (including the Public Company Accounting Oversight Board), within the preceding five years, regarding one or more independent audits carried out by the firm, and any steps taken to deal with any such issues; and

(iii) all relationships between the independent auditor and the Company

(iv) (to be set out in a formal written statement); and

7. discuss with management and the independent auditor, as appropriate, earnings press releases and financial information and earnings guidance (including non-GAAP financial measures) provided to analysts and to rating agencies.

*D. Oversee Legal and Regulatory Compliance.*

1. review periodically legal and regulatory matters that may have a material impact on the Company's financial statements;
2. review and address conflicts of interest of directors and executive officers; and
3. review, discuss with management and the independent auditor, and, if appropriate, approve any transactions or courses of dealing with related parties (*e.g.*, including significant shareholders of the Company, directors, corporate officers or other members of senior management or their family members) that are significant in size or involve terms or other aspects that differ from those that would likely be negotiated with independent parties.

*E. Report & Self-Evaluate.*

1. oversee the preparation and approve all reports required under SEC rules to be included in the Company's annual proxy statement. Any report of the Committee included in the Company's proxy statement should state whether the Committee:
  - (i) has reviewed and discussed the audited financial statements with management;
  - (ii) has discussed with the independent auditors the matters required to be discussed by Auditing Standard No. 31, *Communications with Audit Committees* (or amendments or successor standards thereto);
  - (iii) has received the written disclosure and letter from the independent auditors (describing their relationships with the Company) and has discussed with them their independence; and
  - (iv) based on the review and discussions referred to above, the members of the Committee recommended to the Board that the audited financials be included in the Company's Annual Report on Form 10-K for filing with the SEC;
2. conduct an annual self-evaluation of the performance of the Committee, including its effectiveness and compliance with this Charter;
3. review and reassess the adequacy of this Charter annually, and recommend to the Board amendments as the Committee deems appropriate; and
4. report regularly to the Board on Committee findings and recommendations (including on any issues that arise with respect to the quality or integrity of the Company's financial statements, the Company's compliance with

legal or regulatory requirements that may have a material impact on the Company's financial statements, the performance and independence of the independent auditors or the performance of the internal audit function (if any)) and any other matters the Committee deems appropriate or the Board requests, and maintain minutes or other records of Committee meetings and activities.

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