



AUDIT COMMITTEE CHARTER & OVERSIGHT

Department:	<i>Audit Department</i>
Committee Review:	<i>Audit Committee</i>
Board Approved:	<i>December 2017</i>
Last Revision Date:	<i>December 2017</i>
Next Revision Date:	<i>December 2018</i>
Individual Responsible for Maintaining/Updating:	<i>Audit Committee Chair</i>

Revision History

Version Number	Date	Author	Comments
1.0	12/20/2008	Audit Committee	Accepted by Board of Directors
1.1	4/11/2008	Sears/Robbins	Amended "Complaints Regarding Audit and Accounting Matters" to include whistleblower information
1.2	4/21/2008		Audit Committee review. Whistleblower information to go to Audit Committee Chair
2.0	5/29/2008		Board reviewed and approved
2.0	Jan/ Feb 2009	No changes	Committee Review & Board Approval
2.0	December 2009	No changes	
2.0	1/11/2010		Audit Committee Review and approval
2.0	1/21/2010		Board Approval
3.0	January 2011		Added enterprise risk management oversight to committee responsibilities. Updated Chairman's work address.
3.0	1/10/2011		Review and recommendation – Audit Committee
3.0	1/20/2011		Board Approval
3.1	December 2011	Robbins	Revised address-Audit Chair; minor changes for readability
3.1	1/09/2012		Review and recommendation – Audit Committee
3.1	1/19/2012		Board Approval
3.2	January 2013		Reviewed no changes
3/2	January 22, 2013		Review and recommendation – Audit Committee
3.2	February 21, 2013		Board Approval
3.3	December 2013	J Lehman	Add frequency of meetings -consistent with Governance Policy and DBO recommendation; Existing practice of tracking log and prompt action documented per DBO suggestion.
3.4	December 2013		Edits requested by Audit Committee.
3.4	December 19, 2013		Board Approved
3.5	December 2014	J Lehman	Updated for name format
3.5	December 17, 2014		Audit Committee Review and Recommendation
3.5	December 18, 2014		Board Approved
3.6	December 2015	J Lehman	Annual review; Update Whistleblower contact information and complaint contacts.
3.6	December 16, 2015		Review and recommendation – Audit Committee
3.6	December 17, 2015		Board Approved
3.7	December 2016	J Lehman	Annual review.
3.7	December 14, 2016	Audit Committee	Audit Committee Review and Recommendations: Update title; Clarify Internal Auditor/Audit Department reporting responsibilities.
3.7	December 15, 2016		Board Approved
3.8	December 2017		Annual review; Update Whistleblower contact information.
3.8	December 20, 2017		Audit Committee Review and Recommendations
3.8	December 21, 2017		Board Approved

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California Bank of Commerce Audit Policy

THE AUDIT COMMITTEE'S CHARTER

The Audit Committee is appointed by the Board of Directors ("Board") to assist the Board in monitoring (1) the integrity of the financial reporting systems of the California Bank of Commerce (CBC), (2) the qualifications and independence of the independent audit firm, (3) the performance of the independent auditor and CBC's internal audit function, (4) CBC's compliance with accounting and audit standards, (5) CBC's compliance with legal and regulatory requirements and (6) enterprise risk management oversight, coordinating with other board committees as required.

The Committee shall meet as often as necessary to carry out its responsibilities but no less than quarterly.

The Committee also has responsibility for creating, implementing and policing a system of internal control. This workload will demand delegation to management and non-management employees, with the Committee retaining oversight and approval.

Internal control comprises the plan of organization and all coordinate methods and measures adopted within CBC to safeguard its assets, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies. The Institute of Certified Public Accountants has subdivided this broad definition of internal control into two components which may be characterized as Administrative Control and Accounting Control.

Administrative control includes, but is not limited to, the plan of organization and the procedures and records concerned with the decision processes leading to management's authorization of transactions. Such authorization is a management function directly associated with the responsibility for achieving the objectives of the organization and is the starting point for establishing accounting control of transactions.

Accounting control comprises the plan of organization and the procedures and records concerned with the safeguarding of assets and the reliability of financial records. Consequently, it is designed to provide reasonable assurance that transactions are executed in accordance with the board's general or specific authorization; transactions are recorded as necessary to maintain accountability of assets and to permit preparation of financial statements in conformity with generally accepted accounting principals (or any other appropriate criteria applicable to such statements); access to assets is permitted only in accordance with prescribed authorization; assets are properly reconciled, and appropriate action is taken with respect to any difference.

The Audit Committee works through CBC's internal and external auditors and compliance personnel to closely monitor CBC's system of internal control.

The Audit Committee requires that an audit exception tracking log be maintained to ensure audit recommendations are implemented in a timely manner. The tracking log will be reviewed by the Committee on a regular basis.

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It has sole authority to (1) appoint, compensate, and oversee the work of the public accounting firm employed by CBC to conduct the annual audit, (2) resolve any disagreements between management and the auditor regarding financial reporting, (3) approve all auditing and permitted non-audit services performed by the company's external audit firm and (4) retain independent counsel, accountants, or others to advise the committee or assist in the conduct of an investigation. Pre-approval of all auditing and permitted non-audit services is delegated to the Audit Committee Chairman or designate. If circumstances deem it necessary, the retention of independent counsel or accountants is delegated to the Audit Committee Chairman.

The Audit Committee will establish and follow procedures for the receipt and handling of complaints received from customers, shareholders, employees, and other individuals regarding accounting, internal accounting control and auditing matters.

The Audit Committee shall be composed of solely outside directors.

CBC's Audit Program

CBC's audit program will consist of a continuous program of internal audit coupled with an external auditing program. The Committee will ensure the auditors have sufficient authority and the degree of audit independence essential to exercise their authority.

External Audit

CBC's external auditing program shall include an annual audit of its financial statements by an independent public accountant. Any other responsibilities assigned the external auditors will be determined annually in conjunction with CBC's risk review and the Committee review of the audit program.

Internal Audit

The Committee, at its discretion, may hire internal auditor(s) as employee(s) of CBC or may outsource any or all of the internal audit functions. This determination will be in conjunction with CBC's risk review and the Committee review of the audit program. For purposes of this policy, the title "internal auditor" refers to employee(s) of CBC and/or an outside person(s) or firm(s). The internal auditor will report directly to the Audit Committee for overall direction. The internal auditor should have sufficient qualifications and experience to do the job.

The internal auditor will report to the Committee at least quarterly; or, the Audit Committee members will attend exit meetings related to the internal review and report to the Audit Committee at the next regular meeting. The Committee will review the written audit reports, management's written responses, and the status of the audit plan and schedule. The internal auditor will also submit written audits and responses directly to the Audit Committee Chairperson as they are completed during the quarter.

The Committee will annually review the written internal audit program, identify the scope of the program, approve the program and revise it when necessary.

If the Committee opts to outsource any or all of the internal audit function, the Committee will annually appoint an employee of CBC as an Audit Liaison to facilitate communication with the auditors, Bank management, and the Audit Committee.

Annual Risk Review

The internal auditor, together with executive management, will present to the Committee an annual review of CBC's risk and associated rating. The review will consist of specific areas of risk, the associated rating, and the reasons for the rating. The Committee will review and approve the areas and rating. The Committee will assign specific audit responsibility (internal or external) and determine the audit frequency.

COMPLAINTS REGARDING ACCOUNTING AND AUDIT MATTERS

The following procedure outlines the handling of complaints regarding the company's accounting, internal accounting, and auditing matters received from customers, shareholders, employees or other individuals. Such complaints can be either anonymously or by name to CBC's whistleblower hotline:

By mail to: Ed Traille
275 Glendower Rd.
Scottsville VA 24590

By email to: etraille@cpa.com
By telephone to: (434) 286-3342 or (510) 517-0754

The Committee acknowledges that it is unlawful for CBC to penalize the employee complainant in any way based upon lawful actions of the employee with respect to good faith reporting of the complaint. The Committee will take steps to ensure that the employee rights in this regard are respected and that this information is communicated.

1. Complaints and concerns will be delivered to the Chairperson of the Board of Directors Audit Committee by CBC's Audit Liaison immediately after receipt. In his absence, complaints may be delivered to any other bank employee that reports directly to the Chairperson of the Audit Committee, currently the Compliance Officer or the EVP of Technology and Operations.
2. The Chairperson will arrange for a special Audit Committee meeting or a closed session of the Audit Committee members to discuss the complaint or concern.
3. The Audit Committee will evaluate the complaint or concern as to validity by reviewing various financial reports prepared by management or outside auditors.
4. If deemed necessary, the Chairperson of the Audit Committee will meet with a representative of CBC's outside auditing firm or legal counsel to resolve the discrepancy or determine the validity of the claim. If the nature of the complaint warrants, the Chairperson of the Audit Committee may have preliminary discussions with the outside auditing firm or legal counsel prior to meeting with the Audit Committee members.
5. Written resolution from the Audit Committee will be sent to the individual voicing the concern or complaint, provided that the communication was signed and a return address indicated.
6. Anonymous complaints from any person including employees will be handled in the same manner, however no response will be sent. Instead, a file will be maintained by the Corporate Secretary or Assistant Corporate Secretary for the purpose of documenting resolution to each complaint. The file must be made available for employee review.

BOARD OF DIRECTORS RESPONSIBILITIES – POLICY REVIEW

The Board of Directors is responsible for establishing a clear framework of objectives and policies that govern and guide the day-to-day operations of CBC. The policies are primarily intended to ensure that

the risks undertaken by CBC are prudent and are being properly managed. The Board of Directors will annually review all CBC's policies.

INTERNAL AUDIT DEPARTMENT POLICIES

The following outlines the policy of CBC's internal Audit Department. The internal audit staff will follow these policies as it conducts its audits. When these policies are found deficient, the auditor will discuss the deficiency with the Audit Committee of the Board of Directors. Only the Audit Committee can approve changes to these policies. Each change will be made in writing.

The Audit Committee, at its discretion, may hire an internal auditor as an employee of CBC or may outsource any or all of the internal audit functions. The following policies are applicable to both.

Training and Personal Conduct

The auditor and audit personnel will maintain adequate training and proficiency in their areas of responsibility and in generally accepted auditing standards.

Audit personnel will maintain the confidentiality of information acquired through audits and examinations.

Audit personnel will not engage in activities or relationships that will impair the independence or objectivity of audits.

Audit personnel will not engage in activities that conflict with the interests of CBC.

Audit Department Operating Policies

Audits will be conducted by evaluating the control system and by testing CBC's records, procedures, and controls to determine if they meet banking industry standards, comply with Bank policy, and fulfill legal and regulatory requirements. In addition, audit procedures will include testing of procedures and control systems for weaknesses. If weaknesses are found, the auditor will make appropriate recommendations for strengthening bank controls or changing the procedures.

Audits will be performed with absolute independence and with absolute control over audit work. Friendships, personal relations, reputations, influence, or other factors must not be allowed to alter the scope of the audit.

Auditors must maintain an adequate and accurate system of work papers to facilitate the following:

- Preparation of audit reports for the Board's Audit Committee, executive management, and Bank staff.

- To substantiate findings and recommendations contained in audit reports and to support conclusions regarding the systems of control.

- To provide evidence of audit work performed by the Audit Department; the Audit Department itself will be audited by independent public accountants. Internal audit work papers are a major factor in this outside audit.

There must be proper supervision of persons performing audits and proper review of work performed.

A central part of each audit will be a follow-up of previous audits. Corrective actions to comply with previous recommendations and to correct previous deficiencies should be in place when the follow-up audit is conducted.

To the extent possible, internal and external audits should be cooperative ventures to minimize unnecessary duplication of effort.

The Auditing Department will evaluate significant new bank systems and services and major modifications to old systems before they become operational.

Audit Department Reporting Policies

Audit reports will be prepared regarding the scope and results of each audit performed by the Department. These reports will include corrective action recommendations regarding significant (1) internal control deficiencies and weaknesses, and (2) deviations from legal, regulatory, and Bank policy requirements. Each audit report shall contain an opinion concerning the overall adequacy of controls and operational procedures. When an adverse opinion is expressed, the report shall contain a statement regarding the exposure to CBC if proper corrective action is not taken.

Audit reports will contain statements of fact only when such facts can be substantiated in the auditor's workpapers.

Audit finding and recommendations will be reviewed with the supervisor in charge of the audited function before the final report is circulated. The final report will be issued as soon as reasonably possible after the audit is completed. The unit or function manager is required to provide written responses to all audit reports within 30 days of receipt of the final report.

The Audit Committee of the Board of Directors

The Audit Department reports directly to the Audit Committee for overall direction.

The Audit Department, together with management, will present to the Committee an annual review of CBC's risk and associated rating. The review will consist of specific areas of risk, the associated rating, and the reasons for the rating. The Committee will review and approve the areas and rating. The Committee will assign specific audit responsibility (internal or external) and, together with the Audit Department, determine the audit scope and frequency.

The audit frequency and scope are not strict policies. Instead, they are guidelines and are subject to revision. The scope of each audit should be reviewed before commencement of that audit. If, during the review, major changes in the operational function to be audited are discovered, the auditor will determine if the changes will affect the scope of the audit and, if so, make appropriate schedule changes. Changes in the scope of an audit may also be necessary during performance of the audit if the following situations occur:

The results of audit test cannot be accurately measured and the nature of the exceptions disclosed requires further investigation.

Changes in operational policies and procedures make current audit techniques obsolete.

After an audit is complete, the overall condition of the Department, as determined by the audit, should provide a basis for determining if a change in audit frequency is appropriate. If internal controls are found to be weak, the auditor will shorten the audit frequency until controls are improved. If internal controls are strong and no material findings or errors were noted, the auditor should consider lengthening the audit frequency. The cost of auditing must be weighed against the risk of material errors, irregularities, and losses occurring in the operational function.

All audit frequency and scope changes will be documented in the audit workpapers. Changes that materially affect the audit plan or schedule should be communicated to the Audit Committee Chairperson as soon as is practical.